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ABSTRACT

The Louisiana Adult Education Program provides academic education for persons 16 years old and above with less than a high school education, with emphasis on decreasing the illiteracy rate in Louisiana. The program enrolled 44,515 students in literacy efforts in fiscal year 1986-1987. Approximately 33,000 students were tested. The average of the initial test scores was 8.7, and the average of the final test scores was 10.3. The average grades elevated were 1.6 per 79.5 hours of attendance at a cost of $1.66 per hour of instruction. The average cost per student was $132. Records indicated that 10,221 students graduated with high school equivalency diplomas; 4,637 completed 8th grade, and 5,641 were issued upgrading certificates. About 1,000 persons were employed in the program, the majority of them part-time teachers. The majority of the classes were conducted in the evenings in secondary and elementary school buildings. Additionally, 43 learning centers offered alternative adult education classes on a full-time basis. Supervisors offered numerous recommendations that called, among other things, for increased funding for personnel, supplies, instructional materials, and computer equipment, as well as increased cooperation and communication between and among programs. (The bulk of this document consists of 17 appendixes providing detailed statistics, evaluation components, financial reports, promotional materials, forms, memoranda, and other information about the Louisiana Adult Education Program.) (KC)

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LOUISIANA DEPARTMENT OF EDUCATION
END • OF • THE • YEAR NARRATIVE ANNUAL REPORT
FOR ADULT EDUCATION

BULLETIN 1818

1987

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LOUISIANA DEPARTMENT OF EDUCATION

END-OF-THE-YEAR NARRATIVE ANNUAL REPORT

FOR

ADULT EDUCATION PROGRAMS

1987

Compiled by

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Bureau of Adult and Community Education

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FOREWORD

This narrative report has been compiled to provide descriptive information on the State Adult Education Program, Public Law 91-230 as amended, and Revised Statutes 17:14 (Act 274 of 1975 as amended); and (1) to compare accomplishments to goals established for the fiscal year, (2) to define reasons for slippage in areas where established goals have not been met, (3) to determine on a statewide basis the average cost per student, (4) to describe the methods used by local educational agencies to determine a participant's educational functional level, and (5) to describe the method used to determine part-time and full-time personnel. (See Appendix A.)

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I. A Comparison of Accomplishments to Goals Described in the Plan for Fiscal Year 1986-87.

A. Goal No. 1

To serve all segments of the undereducated adult population in all 66 local school systems of the State

The adult education program operated in all populated areas of the State in cooperation with local educational agencies, vocational and technical schools, business and industry, labor unions, health agencies, public and private institutions, institutions for the handicapped, manpower and training programs, and other public and private agencies and institutions.

1. Revised Statutes 17:14 and Adult Basic Education Programs

The Adult Education Program is designed to provide academic education for those adults who are 16 years old and above with less than a high school education, and emphasizes decreasing the illiteracy rate in Louisiana.

During the fiscal year 1986-87, 44,515 adults were enrolled in the program.

There were 10,221 veterans and nonveterans who graduated with General Educational Development (GED) diplomas. There were 4,637 who completed the eighth grade and 5,641 were issued upgrading certificates; 643 classes were conducted in populated areas of the State. In total, there were 255 R.S. 17:14 classes, 181 ABE classes, and 207 combination classes. (See Appendix B.)

In the ABE and R.S. 17:14 programs 32,973 adults were retested. The average initial test score was 8.7 and the average final test score was 10.3. The average grades elevated were 1.6 per 79.5 hours of attendance at a cost of only $1.66 per hour of instruction. The average cost per student participation was $131.99 in 1986-87.

In the R.S. 17:14 Program the total enrollment was 29,659; the total hours of student attendance were 2,246,208; the average cost per instructional hour was $1.92, and the average cost per student enrollment was $145.06.

In the ABE Program 14,856 students enrolled; the total hours of student attendance were 1,290,691; the cost per instructional hour was $1.22, and the average cost per student enrolled was $105.90.

The instructional accomplishments were attained through individualized instruction, including the use of diagnostic profile and prescription sheets related to specific objectives established by the adult student and adult instructional personnel. Individualized instruction based on adult needs was provided in all parish programs. After the students' strengths and weaknesses were determined by various measuring devices (such as informal tests and informal interviews), prescriptive plans of instruction were formulated. Placement was determined. Objectives were then set up and the appropriate learning activites were assigned.

2. Materials and Instruction

All adult education classes conducted in populated areas of the State used a variety of instructional materials. In keeping with the abilities and needs of the students, instructors continued to use different methods and techniques to facilitate learning. The instructional accomplishments were attained through individualized instruction, including the use of diagnostic profile and prescription sheets related to specific objectives established by the adult student and adult instructional personnel. Individually Prescribed Instruction (IPI) based on adult needs was provided in all local educational agencies. After the students' strengths and weaknesses were determined by use of various measuring devices, such as informal tests and informal interviews, prescriptive plans of instruction were formulated for each student. Placement was determined. Objectives were then established and the appropriate learning activities were assigned.

All adults enrolled were provided the opportunity to participate in a variety of formal and informal Adult Performance Level (APL) learning activities geared toward a better knowledge of home living, social adjustment, cultural awareness, banking, government and law, consumer economics, community resources, health, and fundamental economics. In the class of basic education and ungraded participants, APL continued to be emphasized to a greater extent than for classes in which adults on the secondary level were enrolled.

Basically, the secondary education students were interested in studies related to the five areas of the GED test.

Learning experiences in the areas of consumer economics, governmental law, and community resources were major parts of the program for senior citizens and were offered to the GED students who showed a need for APL instruction.

Lessons continued to be supplemented by resource persons who were brought in to make presentations and to discuss pertinent issues.

Following diagnostic testing, IPI's were developed which form the basis for instruction and evaluation. Counseling and progress reports were provided at intervals throughout the year.

3. Rural Classes

Statewide classes conducted in public schools, churches, learning centers, mini-centers, and other cooperative programs enrolled 22,468 adult students with GED referrals totaling 5,497. These classes, Revised Statute 17:14 and ABE, stressed literacy and basic coping skills in addition to the GED program.

To meet the diversified needs of students in rural areas, activities included the use of resource persons from the State and community that provided valuable information relative to the APL, everyday coping skills, the names and functions of agencies and public services with which students were not familiar.

4. Baton Rouge Catholic Deaf Center: Adult Education Courses for Deaf People via Mail

Adult education courses for deaf people via mail continued to provide reading, English, consumer education, and medical information for deaf adults living in the greater Baton Rouge area. The project was designed to upgrade literacy levels among deaf adults whose primary language is American Sign Language and for whom English is a second language. Furthermore, the project attempted to assist deaf adults in adjusting to and functioning more ably in today's society, and to help foster better communication between the deaf community and the hearing community.

The lessons were composed of English grammatical skills, simple math, consumer news information, comparative shopping skills, medical update news, home health care, and legal advisory information especially for deaf people. Material and content for the lessons were derived from local and national news programs, current events from local newspapers, special education editions for adults learning a second language, deaf information news publications, and several almanacs.

The program used an informative news bulletin that was mailed bimonthly as a means of communicating with the client. To participate in the program, the client's name was added to a current mailing list for adult education lessons. Twice a month the lessons were mailed to the client. If a student moved the lessons were returned with the new address; thus, the list remained current.

The lessons were prepared by working closely with clients who responded to questionnaires so that lessons would consist of items the student requested. Classes in American Sign Language and Deaf Awareness were offered throughout the year at the Deaf Center. These classes provided an opportunity for persons working with or interested in hearing impaired individuals to develop and improve their communication skills.

The target population consisted of approximately 220 deaf adults 20 years of age and above. The number of individuals targeted was based on the number of individual households on the local mailing list.

Recruitment of clients was accomplished through public service announcements, the St. Francis DeSales newsletter, and the Deaf Center's mailing list.

The major objective of the program, to upgrade literacy levels among deaf adults, was approached through the English, math, consumer education, and health care information sent through the mail. The subject matter of each lesson was chosen so as to assist the client in functioning better in today's society.

Feedback from the recipients indicated that the lessons were positive.

The program appeared to be successful and the client's feedback was positive. The overall evaluations made by the client's and staff indicate that the program should be continued. Considerable information that deaf people missed because of lack of communication is now disseminated through

these lessons and provides them with a vital link to the modern society in which they live.

5. Hope House

The Hope House Adult Learning Center in New Orleans provided the residents of the St. Thomas Housing Development, Iberville Housing Development, and the surrounding neighborhood with adult education opportunities.

The goal to increase the number of students with 12 or more hours of class attendance by 30 was met. Two hundred ninety one students were enrolled in the program during fiscal year 1986, as compared with 308 during fiscal year 1987. The enrollment goal was increased by 17 students. Besides regular announcements in the Hope House Bulletin and signs posted in public places, other activities that helped to recruit and retain students were talks with managers of housing developments and resident council leaders, a series of public service announcements on television, articles in the newspaper, and phone calls to students who missed a full week of class, followed up with a postcard.

The goal to increase the number of GED graduates was not met. There were only 17 GED graduates in comparison with 19 the previous year. Fewer students enrolled at the high school level. The majority of the students who entered the program were low-level students. Fifteen were identified as high school students who might graduate by the end of the year, but only one of those identified graduated. The others dropped out because of family crisis, child care, or employment, despite the

efforts of the counselors and teachers who encouraged students to improve their education.

The St. Thomas Center conducted night classes two and one-half hours a night. This effort was designed to reach out to working adults who were unable to attend day classes; however, attendance was poor for these evening classes. Weekly writing classes were instituted. Letter writing, persuasive and descriptive writing, poetry, sentence structure, and spelling were emphasized. An annual poetry book is the result of these classes. Small group sessions for students in proximate preparation for the GED test were implemented for students that reached the GED instructional levels at the same time. Therefore, students were provided instruction in math, English, and test skills. Students exhibited confidence and expressed less anxiety about taking the GED test. Instructors used a wide variety of materials pertinent to the GED test.

The use of the Mind Program--a machine-based reading program which was well received by students and improved their reading skills at a faster rate than the conventional methods, was continued. Students participated in the program on a regular basis. The use of job related information was appealing to most students.

Social and economic situations in the housing developments made it difficult for students to work consistently on their education. Other programs at Hope House periodically helped people through rough times, but often the magnitude of their problems overwhelmed the students. Students were referred to

Hope House Employment Assistance Program where they were helped to find a job or post-secondary training. Most of the students referred continued in post-secondary training.

Summer sessions were continued at each center. These classes were conducted with private donations and volunteer teachers.

Enrichment activities continued to be an important part of life at the adult learning centers. Presentations included the following: the voting process, urban issues, visits by groups from the African Peace Tour, and a group of Americans and Africans promoting understanding of Africa, poetry writing, and a film on the life of Martin Luther King. Field trips were provided to an opera sponsored by Zavier University, a march and memorial service conducted in honor of Martin Luther King, the Jazz and Heritage Festival, and a visit to the Audubon Park.

Graduation ceremonies were conducted in May at Damascus House. Eleven graduates participated in the ceremony. During the school year Hope House published its annual poetry book which contains contributions of students and staff members. At each center several classes were conducted on the art of writing poetry in preparation for publication.

For the 1986-87 fiscal year, the average cost in state funds per student was $166.46 and the cost per student hour of instruction was $1.78.

6. Operation Upgrade of Baton Rouge, Inc.

Operation Upgrade of Baton Rouge, Inc. celebrated 20 years of providing literacy services to the undereducated adult in the Greater Baton Rouge area. Emphasis continues to be the education of those adults who are 16 years of age and older with reading skills below the sixth grade level. This nonprofit volunteer agency was partially funded by Capital Area United Way and the Louisiana Department of Education.

During FY 1987, 441 students were enrolled in the program. Of the total number, 259 were enrolled at grade levels 0-3, 21 on levels 4-5, 13 on levels 6-8, 3 on levels 9-12, and 145 were English as a Second Language (ESL) students.

The instructional design of the program was and is basically one-to-one tutoring of students by trained volunteers from the community. Volunteers recruited from the surrounding areas are trained to be reading tutors. Basically, the Laubach Way to Reading materials were used in addition to materials developed by other publishers in the training program.

The goal was to present 10 tutor-training workshops during the year. Nine workshops were conducted and 254 new tutors were trained. Two hundred sixty-eight tutors participated in the program during the fiscal year. The literacy effort was expanded by the Upgrade staff who conducted workshops in Lake Charles, Hammond, Ruston, Alexandria, and Natchez, Mississippi. There was total staff commitment and support for these out-of-town efforts.

A variety of activities was conducted to recruit volunteers and to identify and motivate the adult learner. Some of these activities were conducted through the media, churches, businesses, industry, students and friends. These components also provided valuable support in the areas of continuance, communication, and publicity within the target communities.

More than 60 percent of the students were 25 to 44 years old. The 16 to 24 and the 45-59 age groups represented the second largest group of participants; each was approximately 16 percent. Students evaluation was derived from inquiries, assessment of potential students, and completed applications.

Operation Upgrade's visibility remained high. Highlights of staff participation with other groups during the year included: 1) Operation Upgrade's 20th Year Celebration, 2) holiday open house, 3) an appearance on Channel 9, "Morning in Louisiana", 4) an appearance on Channel 2, 5) L.A.P.C.A.E.'s conference in New Orleans, Louisiana, 6) Laubach South Central Regional Conference in Fayette, Arkansas, and 7) Project Literacy U.S. (PLUS) activities on Channel 27.

In response to special invitations, staff and board members made presentations to the following: 1) Metropolitan Kiwanis, 2) Chamber of Commerce, 3) Judson Baptist Group, 4) Louisiana State University Adult Education Class, 5) California and Texas Special Education Conferences, and 6) Tangipahoa Parish Library and Adult Education Programs.

7. Target Population

The Adult Education Program continued to maintain full-time personnel, full-time vocational-technical and adult education classes, and programs in remote rural areas, e.g. literacy outreach programs, special projects, pilot programs, research studies, and innovative instructional approaches.

Academic services for special needs groups were expanded in several parishes through cooperation with federal and other State agencies, and in cooperation with labor, business, and industry. The results of these activities are summarized below.

	Number Served			
Enrollment	FY 1986*	FY 1987**	FY 1988	TOTAL
1. Urban areas with high rates of unemployment	6,845	6,020		
2. Adults from rural areas	3,673	3,946		
3. Immigrant adults	326	271		
4. Institutionalized adults	1,290	1,163		
5. Adults with limited English language skills	899	1,060		
6. Handicapped adults	355	370		
7. Minority groups	8,451	7,425		
8. Elderly persons	643	545		
9. Receiving public assistance	2,283	2,551		

* Data reported on DE-524's and Teachers' Annual Evaluation Reports, 1986.

** Data reported on DE-524's and Teachers' Annual Evaluation Reports, 1987.

8. Continuation of Expanded Literacy Outreach

The decrease in State funds caused a cut back in literacy outreach activities and affected student enrollment. Neverthless, several literacy outreach programs established in populated areas were continued from the previous year. These expanded literacy outreach activities were instructional programs designed to reach adults for whom the regular adult education programs were not easily accessible. DeSoto, Tensas, Red River, East Carroll, East Feliciana, Operation Reach-Out, Adult Continuing Education, Central City Adult Education Program, New Orleans Catholic Deaf Center, Operation AACE, Project Read, St. Paul Adult Learning Center, Hope House, Baton Rouge's Operation Upgrade, and Baton Rouge's Catholic Deaf Center constitute the programs. These extended programs enrolled more than 2,119 of the least educated and most in-need adult students. (See Goal No. 5.)

Additionally, the ABE and R.S. 17:14 programs' efforts enabled 951 adults to complete the fourth grade, 4,637 to complete the eighth grade, 956 elderly adults to be served, and 8,063 illiterates to be upgraded in the Adult Education Program.

Descriptions of outreach activities included classroom instruction, training volunteers and paraprofessionals in one-to-one instruction (primarily reading), tutoring, and staff development. Products developed included (but were not limited to) student interest inventories, newsletters, brochures, and an annual poetry book.

Evaluations were conducted through monthly progress reports, bimonthly staff sessions, assessment of strengths and weaknesses of tutors, informal teacher-made tests, criterion referenced tests, standardized tests, and on-site visitations.

Target populations were farmworkers and other isolated adults in rural areas, urban adults in high unemployment areas, and institutionalized adults. (See Appendix J.)

9. Special Needs, Jails, Hospitals, and Mental Health

Several parishes maintained academic services through their special needs programs in cooperation with federal and other State agencies. In these special needs programs, 5,129 adults were served and instructional materials were designed to meet the immediate needs of the adult learner.

10. Parish Jail Programs

Local supervisors, in cooperation with sheriffs, provided adult education for offenders in parish and State correctional facilities to upgrade them in basic and secondary education and to enable these adults to obtain a high school diploma through the General Educational Development (GED) program. The overall purpose of these activities was to provide these adults with the necessary academic skills to enable them to enter vocational training while incarcerated, to help them obtain and keep a job upon release into society, and to become more effective and productive citizens through academic and personal development.

Classes were conducted year-round in six prisons and an average of eight months in 18 others. Class hours averaged approximately eight per week. More than 1,400 inmates were served during the year and 235 were recommended for the GED tests. (See Appendix D.)

11. Hospitals, Department of Mental Health, School for the Deaf, Parish Government and Other Cooperating Agencies

Parish supervisors of adult education in cooperation with officials from city governments, institutions, and hospitals established adult education classes that reached 3,729 students with special needs. (See Appendix E and Appendix F.)

B. Goal No. 2

To improve overall adult education services through the development of additional full-time adult education programs, employing full-time professional adult education supervisory and instructional personnel

In spite of the reduction in State funds, the Bureau of Adult and Community Education maintained full-time programs and full-time instructional personnel during FY 1987. There are 43 full-time learning centers operating in 30 parishes and 26 vocational-technical centers operating in 25 parishes. (See Appendix G and Appendix H.)

The decrease in State funds resulted in a cut-back of personnel. In 1986, 1,030 persons were employed compared with 953 in 1987--a decrease of 7.5 percent. These employees included 21 full-time administrators, 71 part-time administrators, 97 full-time instructors, 95 full-time paraprofessionals and support personnel, 525 part-time teachers, 144 part-time counselors and support personnel.

1. Full-time Adult Learning Centers

In the past, enrollment of adult education students increased annually in parishes with learning centers. However, during FY 1987 enrollment decreased. During this session, 31,683 adults were enrolled in parishes with learning centers, as compared with 39,437 in 1986--a decrease of 20 percent. Nevertheless, 3,084 of the enrollees completed the eighth grade and 8,490 were recommended to take the GED tests. (See Appendix G.)

2. Year-Round Daytime Classes and Learning Centers

In a continued effort to extend educational services to adult students throughout the year, 43 full-time learning

centers, four mini-centers, and several special daytime programs were operated on a year-round basis. In these programs specially designed instructional materials and reading programs were designed, established, and maintained to meet the unique needs of adult students. The efforts, which were initiated at the State and local levels, provided a greater opportunity for these adults to achieve their educational goals. (See Appendix G, Appendix I, and Appendix J.)

3. Additional Full-time Services in Selected Populated Areas/Parishes

Vocational-Technical Adult Education Centers

Twenty-six full-time daytime cooperative vocational-technical adult education centers were established in 25 parishes to upgrade academic skills of special needs groups.

The adult education program served 5,898 enrollees. Of this number, 1,904 were recommended for the GED tests and 1,455 completed the eighth grade.

As in the previous year a majority of the students who enrolled simultaneously attended vocational-technical classes; and those students who were separated from the adult education program entered a vocational training program. (See Appendix H.)

4. Submission of Plans and Requests for Allocation of Funds, Monthly Reports

(a) State

One hundred percent of the administrators in

educational agencies operating adult education programs submitted objectives and activities for their programs. These plans provided data which indicated planning and evaluation processes, efforts to increase/maintain enrollment of adult students, months of operation, and organization and/or coordination with other agencies. (See Appendix I.)

Monthly reports were submitted to the State office to justify expenditures on a month-to-month basis. Bulletins and the Louisiana State Plan for Adult Education Program 1985-88 were issued to local supervisors to assist in the overall operation of programs. (See Appendix K.)

Of the 66 local educational agencies operating adult education programs, 100 percent were evaluated on-site to determine the extent to which objectives of the program were accomplished. Other information examined was student attendance, reporting records, personnel contracts, and training experience of teachers. (See Appendix L.)

(b) Local Level

Teachers' monthly payroll reports were submitted to parish superintendents to justify students enrolled, student hours, teaching hours and salaries. (See Appendix M.) Travel vouchers, time sheets, and program evaluation forms indicated all local supervisors visited classroom sites on a regular basis for the purpose of supervising the overall program operation. (Refer to Goal No. 1, sub-section 2, for Materials and Instruction.)

C. Goal No. 3

To expand the delivery system of adult education through outreach efforts involving cooperative agencies, organizations, and institutions serving adults who reside in rural areas and urban areas with high rates of unemployment, those with limited English-speaking skills, institutionalized adults, immigrants, and others with special needs

1. Technical Assistance and Support Services Provided by the State Educational Agency to Local Programs of Instruction

A state meeting for adult education supervisory personnel, members of the Participatory Planning Task Force and Adult Education Advisory Council was conducted by the Bureau of Adult and Community Education. The purpose of the meetings was to discuss important issues that determine the direction and success of adult and community education in Louisiana. (See Appendix N.)

2. Lafayette Parish Cooperative Jail Project, Phase III

Phrase III of the Lafayette Parish Cooperative Jail project was a continuation of a two-year project: 1) to prepare inmates who have the educational background to serve as tutors, 2) to prepare inmates to be eligible to take the GED test, 3) to teach life-coping skills so that students may better function in society upon their release, and 4) to implement a Comprehensive Computer Management and Assessment system.

In order to serve a larger number of adults, newly trained inmates were paired with experienced tutors to work with at least three students who had less than a high school education and who were functioning at about the same academic level.

The project was conducted at the new Lafayette Parish Correctional facility. The building is designed with each floor having its own classroom. Three of the five floors were used.

Only inmates functioning at the eighth grade level or above, as determined by the California Achievement Tests (CAT), were taught by inmates under the supervision of a professional. Those below that grade level were tutored by volunteers from Volunteer Instructors Teaching Adults (VITA). Approximately 326 inmates participated and were prepared for the GED test while being taught life-coping skills. Eighty-four students received the GED diplomas and 83 inmates participated in a formal graduation exercise.

The different phases of the project were awareness, training, recruiting, and application. Complete records were maintained with results compiled and included in the final report.

The request to continue the program was based upon the success of Phase I and II. During the first and second year, 130 students received the GED diploma, approximately 500 inmates participated, and 45 tutors were trained.

Additionally, an English class as a Second Language (ESL) was initiated for Spanish speaking inmates. Also, a program to teach basic Spanish to deputies was implemented in order to communicate with the Spanish speaking inmates.

3. Community Education

Community education is a process and a program designed to meet the needs and interests of people of all ages in a community.

The process involves the formation of community councils to ensure citizen involvement in program planning. It also involves community surveys to determine the needs and interests of the community. The community education process makes use of existing human and physical resources to meet the community's needs. Cooperation and coordination between agencies in providing services to the community are also a vital part of the community education process.

Community education programs use school buildings or other convenient locations to offer a variety of educational, vocational, recreational, social, and cultural activities for a community. The use of the school building is extended beyond the normal operating hours to include nights and weekends.

During the 1986-87 fiscal year, several school systems in Louisiana continued to operate community education programs. Community educators developed cooperative relationships with various agencies, institutions, and organizations in order to implement community education processes and programs. The groups served in several capacities, providing advice and support to the program, offering the use of their facilities, and other such services. In return, these groups were also served by the community education program.

Indications are that community education will continue to be an integral part of the education system of our State. (See Appendix O.)

4. Business and Industry

As in the previous years business and industry referred applicants to the adult education program to upgrade skills prior to employment, when needed.

Plant representatives continued to cooperate and meet with local adult education personnel to coordinate activities for their employees.

Additionally, businesses and industries in Louisiana were contacted by local adult education personnel and asked to submit needs of their employees so that plans and requests for funds from the State educational agency could include these special needs groups. (See Appendix F and Appendix Q.)

5. GED Videotext Series

The Bureau of Adult and Community Education, in cooperation with Louisiana Public Broadcasting, sponsored the GED Videotext Series on public television. This is a series of educational programs that focuses on basic skills development in the areas of reading, mathematics, and English grammar. The series is designed to be used by adults who do not have a high school diploma and who are preparing to take the GED test. The series is broadcast statewide.

In order to make the public aware of the series, the Bureau printed and distributed 50,000 copies of a flyer, "GED TV Series," which thoroughly describes the availability of the series. The flyers were distributed to the public-at-large

through various agencies, institutions, and organizations in this State. Groups were asked to display the flyers in the reception areas of their offices making them available to their clientele and the general public. Groups who received the flyers are (1) local substance abuse centers, (2) district vocational rehabilitation offices, (3) parish Offices of Family Security, (4) public libraries, (5) state agency offices, (6) parish councils on aging, (7) parish job service offices, (8) district youth services programs, (9) adult and community education supervisors, (10) Community Action agencies, (11) business and vocational-technical schools, (12) GED testing centers, (13) state prison facilities, and (14) Employment Security offices.

The series has provided a means for people who are homebound because of illness or disability, the elderly who do not have transportation, women with small children at home, and others to prepare to take the GED test. (See Appendix P.)

6. Displaced Homemakers GED Program

The Office of Women's Services received a grant to initiate an adult education program for 50 displaced homemakers to enable them to obtain their GED and/or pass an examination to enter the vocational technical school. The on-going program was funded for eighteen months.

The educational services were provided in an experimental setting at the Displaced Homemakers Center in New Orleans. The enrollees received intensive counseling from a team of trained and experienced staff members who work with displaced homemakers

daily. Workshops were especially designed to help the displaced homemakers cope with their fears and/or anxieties of returning to school, and the frustrations of adjusting to homemaking and studies. Special sessions were implemented to develop self-esteem, self-confidence, and to teach displaced homemakers how to assert themselves in a social and business climate.

Other instructional activities included taping of the public broadcasting "GED TV Series" for replay. These videotext series provided students an access to the latest in audio-visual instruction.

Because of these specialized and innovative features tailored to the needs of displaced homemakers, the staff indicated that this pilot program has an excellent chance of achieving its goal of 50 GED graduates and has the potential for replication in other Displaced Homemakers Centers in the state.

7. English as a Second Language (ESL)

Thirty-eight ESL classes were continued in populated areas of the State. In those classes, 1,396 adults were served and 7 were recommended for the GED tests. (See Appendix C.)

(For outreach efforts involving cooperative agencies organizations, and institutions serving adults who reside in rural and urban areas with high rates of unemployment, institutional adults and others with special needs, refer to Goal No. 1, subsection 3-11, and Appendix E.)

8. Desoto: American Telephone and Telegraph (AT&T) Enhanced Training Opportunity Program (ETOP)

In Desoto Parish the program was expanded by the addition of three classes organized through the combined efforts of the local adult education personnel and educational personnel of the Shreveport based AT&T plant, Enhanced Training Opportunity Program (ETOP). The classes were funded by the ETOP, administered and conducted by the local school system's adult education personnel. The purpose of these classes was to upgrade the reading and mathematics skills of AT&T employees to the ninth grade level in agreement with the International Brotherhood of Electrical Workers (IBEW) contract that demands inservice education for those employees who desire to improve themselves academically and/or vocationally. Furthermore, the local literacy volunteer group received referrals through the local adult education program and referred adults who were not in need of their services to the adult education program.

9. Lincoln: Retired Senior Volunteers Program (RSVP)

Lincoln Parish provided technical assistance to the instructional personnel of the Retired Senior Volunteers Program--an adult education program conducted for inmates at the Lincoln Parish Detention Center. The Program is on-going and indicates a trend of increase participation. Supervision was also provided for college students involved in curricula relevant to adult education--especially in the guidance practicum.

10. Job Training Partnership Act (JTPA): Ascension, Lafourche St. Bernard, and St. Mary Parishes

During the fiscal year, local adult education services were expanded in three parishes through cooperation with the Job Training Partnership Act Program.

In Ascension Parish funds received through the JTPA established one full-time class, employed a full-time teacher and paraprofessional. The instructional goals were: 1) to provide remediation in math, science, reading, language and social studies, and 2) to teach employable skills and life-coping skills such as consumer education, drug education, health, hygiene, nutrition, and rational skills.

To obtain these goals, numerous instructional software and hardware were used for individualized and group instruction. A variety of workbooks were used, a video cassette recorder and television which used the Just Around the Corner videotape workbook series, including two Appple II-E computers and educational software. In addition to instructional activities, guest speakers addressed topics such as drugs, safety and career opportunities. The class enrolled 33 students with multiple handicaps. Some students were mentally and physically handicapped and/or were experiencing substance abuse which caused them to learn at a slow pace. Others entered the program with the inability to read. Even though not all students were able to achieve at the rate of expectation of their instructors, in spite of handicaps all students made progress. Some students achieved as much as four grades during the year and one was graduated with the GED diploma.

In an effort to provide basic education to all segments of the parish population and to offer a GED program that would meet the needs of the high risk students, Lafourche Parish developed and submitted a proposal for JTPA funds to develop two programs. The programs were funded. The high risk GED alternative program was successful but the basic education program failed because of the lack of student attendance. The GED alternative program enrolled over 60 students and four were graduated with the GED diploma.

St. Bernard Parish provides year-round adult education services at its full-time learning center. A full-time teacher and paraprofessional are employed to provide instruction. These services were expanded by addition of a part-time paraprofessional employed through the JTPA program.

Through cooperation with JTPA, adult education services were expanded in St. Mary Parish. JTPA funds provided computer-assisted instruction at the full-time learning center in Morgan City. During the fiscal year the program was expanded and duplicated at the adult learning center in Franklin. These funds made it possible not only to purchase computers but to employ two instructors to work in these CAI programs for 10 months. Sixty students were served in two-hour blocks of computerized instruction and twenty-five were graduated with the GED diploma in these JTPA/adult education projects.

D. Goal No. 4

To improve the instructional quality of local adult education programs

1. Evaluations Performed During The Reporting Period

All local education agencies operating adult education programs were directly evaluated to determine the extent to which the objectives of the program were accomplished. Some other elements evaluated were student attendance, records of reporting, personnel contracts, and training experience of teachers. (See Appendix L.)

2. The 1988 GED Tests: Instructional Techniques for Teachers

The Bureau of Adult and Community Education initiated this teacher training program to enable adult education teachers to become aware of techniques and strategies that need to be incorporated into their teaching activities to ensure successful completion of the 1988 GED tests by their students--especially the new essay portion of the test. The program is on-going and will provide training for adult education teachers and administrators statewide.

3. The Development of a Software Delivery System for Selected Mathematics Skills for the East Carroll Adult Education Programs

A software delivery system comprised of mathematics exercises corresponding to the program content of the California Achievement Test (CAT) levels 14 through 19, was developed, pilot tested, revised and finalized in this project. All skill exercises contained tutorial statements for self-help in the

software system. In addition, the software system contained a learner profile record for easy updating and access to individual records. It is anticipated that this software system for mathematics will allow teachers in the East Carroll Parish Adult Education Program to use their resources more efficiently and meet the needs of the adult learner in a more effective manner. Products of this project will be disseminated for use in the parish adult education programs during the 1988 fiscal year.

4. Computer-Assisted Instruction: Assumption, Beauregard, Pointe Coupee, and St. Mary Parishes

Assumption Parish supplemented their adult education program with computer-assisted instruction. The computers created greater student interest and helped to enhance the effectiveness of the program. A variety of workbooks was used for the preparation of students for the GED test and the CAT and informal teacher made tests were used for placement of students.

The materials used in the Pointe Coupee Parish adult education program varied. Computer-assisted instruction was implemented and used in the full-time classes to reinforce basal instruction. The Mind Reading Program continued to be successfully used in the full-time classes. A variety of workbooks were used including the Cambridge GED Series. The series included a diagnostic instrument. Instructors evaluation of the series was favorable.

At the Beauregard Adult Learning Center, two Franklin computers served as effective tools for ABE students. The students enjoyed working at the computers. However, since a majority of the students were at the same grade level and needed the same kind of materials, this created a problem that needs to be addressed and hopefully will be resolved when funds are available to purchase additional materials for these ABE students.

Of special instructional significance in St. Mary Parish is the recent acquisition of computers and software for the adult education program. The computers made the program more appealing to the students and enhanced the quality of instruction.

E. Goal No. 5

To promote and expand literacy efforts through adult basic education programs, volunteer groups, and literacy programs to reach the least educated and most in need of assistance

The decrease in State funds caused a cut back in outreach programs and affected student enrollment. In 1986 there were 30 programs as compared with 20 in 1987--a decrease of 33.3 percent. There were 593 volunteers who served in these programs and in the adult education programs compared with 540 in 1986--an increase of over 9.8 percent. Even though there were more volunteers and cooperative effort was maintained with various agencies, institutions and organizations, only 2,119 of those adults least educated and most in need were served as compared with 2,563 in 1986--a decrease of 17.32 percent.

1. Literacy Projects for Catahoula, Concordia, LaSalle, Allen, Avoyelles, Evangeline, St. Mary, and Terrebonne Parishes

In an effort to raise the literacy level, a project director/literacy coordinator was retained to continue to initiate and develop literacy volunteer programs in several parishes in the State.

One-to-one instruction was provided for illiterate adults who were unable to receive these services through the adult education program in Allen, Avoyelles, Evangeline, Catahoula, Concordia, LaSalle, St. Mary, and Terrebonne Parishes. Literacy instruction could not always be adquately provided by an adult education teacher in a part-time class with numerous students on a variety of levels. Since these are remote rural parishes, many rural residents cannot attend adult education classes at night.

Thus, a literacy outreach program was designed to accommodate hard-to-reach illiterates by providing them with tutors who instructed them at convenient sites and times to support the ABE program's literacy efforts and reduce the illiteracy rate. Operation AACE was conducted in Allen, Avoyelles, and Evangeline Parishes; Operation Reach-Out was operated in St. Mary and Terrebonne; and Project Read was operated in Catahoula, Concordia, and LaSalle Parishes. Two hundred forty-nine adults were upgraded in these programs.

2. St. Paul Adult Learning Center

The St. Paul Adult Learning Center expanded literacy efforts for the undereducated adult population of the Eden Park neighborhood and the East Baton Rouge Parish Prison. In the State 42.3 percent of the adult population 25 years old and over has less than a high school diploma. In the Eden Park community 66 percent of the adult population has less than a high school diploma.

This day-time center offered an opportunity to these educationally disadvantaged adults to acquire basic skills and/or to prepare for the GED test. The value of this center is indicated by two factors. The majority of its participants are excluded from the East Baton Rouge Parish Centers by: 1) a lack of money for public transportation needed to attend, and 2) a lack of sufficient skills to function well in the larger centers. The staff is committed to assist these adults who are striving to be responsible, productive citizens, notwithstanding great difficulities.

To provide more individual attention to participants, volunteers were recruited to work in the program. Four retired teachers assisted the staff throughout the 1986-87 school year at the St. Paul site. In addition, another former teacher helped in the instruction at the parish prison. These volunteers' skills and enthusiasm enhanced the program.

Direct recruitment consisted of distributing flyers, displaying posters throughout the neighborhood, and radio announcements. Additionally, former students encouraged others to attend. After students were registered math and reading inventories were administered and individualized programs of instruction were outlined. Attendance was recorded on a sign-in sheet by each participant. Student folders containing five assignment sheets, one for each subject area, were kept on file.

Methodology was simple. Materials were carefully selected for adult basic education, GED preparation of advanced students, and a pleasant environment with support and encouragement.

Three hundred twenty-one persons were enrolled. Of this number two hundred nine exceeded 12 hours. Students averaged 37 hours of attendance for the year. Many of the St. Paul enrollees discontinued. Participants were often preoccupied with personal and family problems. When job opportunities developed furthering their education seemed less important. Three students graduated from the program.

Presently a new component to the Adult Learning Center is being initiated--the Learn and Earn Project. Selected students

will participate in the academics during morning hours and then engage in part-time jobs during afternoon or evening hours.

Appropriate information will be offered as part of class work such as job training, job skills, and job counseling. Local businesses in nearby shopping centers will cooperate in this effort.

At East Baton Rouge Parish Prison classes were offered both in the men's facility and the women's facility. Many participants began with considerable skills, though the range of ability was wide. The prisoners seemed eager to use the opportunity to achieve their high school diplomas. Nine men and women received GED diplomas.

At East Baton Rouge Parish Prison, the education process was interrupted when students were transferred to another penal institution or were released. Anxiety over court proceedings or judgements was also a factor in discontinuity. Every effort was made to send school records to the proper institution or to encourage the inmate to continue his or her education when released from prison.

The staff for the sites consisted of the coordinator/ teacher, teacher/clerk, and two paraprofessionals. The latter were graduates of the St. Paul program. Four volunteer teachers assisted; three are retired and one is presently a history professor at LSU. In the prision program GED graduates served as paraprofessionals. There is one former teacher who works as a volunteer in the instructional program at the men's prison.

The St. Paul program cooperated with Harmony Center to provide instruction for two residents. Both students were midly handicapped. The Center also assisted with a program initiated by Judge Robert Downing. He required persons on probation to attend the vo-tech school four days a week and St. Paul one day a week.

St. Paul received support from many groups and cooperative effort is on-going with various agencies in the State and community.

3. Central City Adult Learning Center

The Central City Adult Learning Center was developed as an outreach program to reach and upgrade undereducated adults concentrated in the inner city of New Orleans. A part-time staff was employed and the program operated at night for six-weeks to accommodate students. Initially 24 students were enrolled. Some were students who participated in the program during fiscal year 1986 and a few were new students; however, this proved to be too costly. Day-time classes were begun the day after Labor Day. One full-time teacher, three paraprofessionals and a receptionist were employed. Two weeks later another part-time teacher and two full-time paraprofessionals were employed. By the end of September 76 students were enrolled.

Publicity of the center was made through letters and flyers placed in neighborhood schools, churches, disseminated through organizations, and by the enrollees and their friends. The New Orleans public school counselors referred dropouts to the

center. Two paraprofessionals who are members of the church in the community assisted the center in reaching its goal of 200 students. The word-of-mouth type of advertising seemed most effective. To maintain attendance the staff made follow-up telephone calls to students who were chronically absent or tardy and encouraged them to continue their education. The staff indicated that this education program is considered an alternative program for several reasons: 1) some enrollees were expelled from the regular school, 2) were seeking jobs, and 3) some were looking for an escape from six hours of daily school attendance.

All adults 16 years old or over were accepted at the center. Instruction was individualized and progress was measured by standardized tests. A variety of instructional materials was used. Periodically, demand was greater for low-level high interest materials. Students were also provided an opportunity to improve basic skills through use of a computer at the center.

Goals and/or objectives were adequately met. More than 200 students were enrolled; 20 were recommended for the GED test, and 13 successfully completed the test and received their high school equivalency diploma.

4. Ambrose Hubbs Adult Continuing Education Program

The Ambrose Hubbs Adult Learning Center is a program designed to reach and upgrade elderly adults in the inner city of New Orleans. During the fiscal year 1987, 54 elderly adults

were enrolled in the program. Even though the program was open to all adults 16 years old and above, the average age of the enrollee was 77 years old.

The primary objectives of the program is to teach life coping skills through use of the Adult Performance Level (APL) Series, published by the American College Testing program. A reading, writing and mathematics program was designed and implemented as the core curricula. Additionally, an abundance of APL bulletins, booklets, and brochures from various departments of government at the federal, state, and local levels were used to reinforce the APL series. Individuals from the community skilled in nutrition, medicine, eye care, heart care, consumer protection, law enforcement, insurance, and home care were used as resource persons for the program.

As a result of these instructional and/or learning activities students: 1) negotiated contracts with roofing firms, 2) obtained new insight toward health, 3) gained an awareness of the importance of Central America and its importance to the safety and well being of the United States of America, 4) learned that consumer mathematics provided an insight into the world of numbers, and 5) calculated the amount they would receive as an increase from social security. The learner was also taught the responsibilities of citizenship, how government is structured, and the importance of exercise to ones health.

Goals for fiscal year 1987-88 are to: 1) increase enrollment, 2) develop an area of the facilities for independent

study and recreational reading for academically advanced students, and 3) develop a functional vocabulary that can be used in the learner's daily activities.

5. Deaf Resource and Communication Center

The Deaf Resource and Communication Center (DRCC) in New Orleans provided individualized Telecommunication Device for the Deaf (TDD) lessons for the deaf community. These lessons were prepared at the fourth grade reading level, and focused on English language skills as well as consumer and coping skills.

The TDD lessons were available on a twenty-four hour basis to reach deaf persons, who as a group, are severly undereducated and underemployed.

A series of forty-eight TDD lessons provided deaf readers with an introduction to a variety of community resources such as public libraries, recreation facilities and the Time-Picayune Newspaper.

The DRCC provided adult education seminars in cooperation with the Lighthouse for the Blind, Bright Pre-School, YMCA Rape Crisis program, and the New Orleans Acquired Immune Deficiency Syndrome (AIDS) project.

A series of six seminars were conducted in American Sign Language. Topics emphasized self-improvement, safety and the use of community resources. These seminars provided consumer and self help information that is normally lost to deaf and deaf-blind persons due to limited reading skills and ability to hear television and radio reports.

Staff development was provided by the Lighthouse for the Blind, YMCA Crisis program and New Orleans Aids project. Training of instructors focused on deaf awareness information and practical tips for working with a sign language interpreter. Cultural and communication aspects of deafness were emphasized to ensure the instructor's responsiveness to students.

To increase public awareness of the adult education program, TDD lessons and seminars were advertised in local newspapers, through the DRCC bulletin, and on the weekly TDD news report.

Statistics for the adult education TDD lessons indicate successful provision of 48 TDD lessons with an average of 24 calls per lesson, 1,161 TDD calls and 81 seminar attendees recorded.

For other programs which expanded literacy efforts through the use of volunteer groups to reach the least educated and most in need of assistance, refer to Goal No. 1, Hope House, Operation Upgrade of Baton Rouge, Inc., and Goal No. 7, Project Literacy U.S. (PLUS), and the Wal-Mart Campaigns.

F. Goal No. 6

To promote professionalism by strengthening and supporting adult education certification requirements for employment

In 1987, there were no teacher training programs offered for credit sponsored by the Bureau. However, 93.8 percent of the 97 full-time instructors employed statewide are certified in adult education and 47.4 percent of the 525 part-time instructors are certified in adult education. Over 152 instructional personnel attended adult education institutes or completed adult education courses at the college or university level; 221 attended adult education conferences or meetings and 549 participated in local adult education workshops. Additionally, over 444 instructional personnel belong to the Louisiana Association for Public Community and Adult Education (LAPCAE). This professional organization sponsors an annual conference that provides leadership and training and staff development for adult education personnel in the state.

In conjunction with LAPCAE a state meeting for adult education supervisory personnel, members of the Participatory Planning Task Force, and Adult Advisory Council was conducted by the Bureau of Adult and Community Education. The purpose of the meeting was to discuss important issues that determine the direction and success of adult and community education in Louisiana. (See Appendix N.)

G. Goal No. 7

To improve and increase public awareness of adult education opportunities throughout the State

1. State

A staff member of the Bureau of Adult and Community Education continued to promote the program by developing various publicity activities in cooperation with LEA's. All 66 systems promoted their programs through various organizations, media, and churches. Additional activities were: 1) 50,000 flyers were disseminated to various agencies, organizations, institutions, and proprietary schools; 2) 80,000 flyers were placed in Aid to Families of Dependent Children (AFDC) checks to inform those clients about the program; and 3) over 300 general information brochures were disseminated statewide upon request from local systems.

2. Local

The Bureau of Adult and Community Education in cooperation with LEA's organized 1) a Project Literacy U.S. Task Force (PLUS), 2) coordinated PLUS activities statewide, 3) distributed information relative to PLUS statewide, 4) took telephone inquiries and made referrals, 5) cooperated with ABC affiliates, LPB, and other organizations and agencies in the PLUS initiative, and 6) in cooperation/conjunction with LEA's and LPB's broadcast of Project Second Chance: Dropouts in America (funded by Louisiana Power and Light Company (LP&L), coordinated the Wal-Mart, Inc. initiative to register adults for GED classes.

As a result of the aforementioned activities, the State Bureau of Adult and Community Education received telephone calls from 612 undereducated adults and referred these adults to the appropriate adult education program. Additionally, 456 calls were received from persons who wanted to become volunteer tutors. These persons were also referred to the appropriate adult education program. (See Appendix Q)

II. Reason for Slippage in Accomplishing any Goals/Objectives

The goals as previously indicated have been adequately met. Reasons for slippage, if any, have been identified in the preceding section of the report. (Refer to Appendix A.)

Nevertheless, the decrease in State funds resulted in a cut back of classes. In 1986 there were 689 classes as compared with 643 in 1987--a decrease of 6.7 percent; 1,845 students were on the waiting list. In conclusion reports indicate that the expansion of programs continued to be limited because of the uncertainty of funding. But local supervisors cooperated with other agencies, reorganized plans, e.g. relocated sites for program/instruction and/or utilized personnel to enhance and expand the delivery system of the State adult education program to all populated areas.

III. On a Statewide Basis, the Average Cost per Participant

For ABE, the average cost per student was $105.90, and for R.S. 17:14, $145.06 per student. The average cost per student for both programs was $131.99 per year.

IV. Methods Used by the State to Determine a Participant's Educational Functioning Level

The instructional levels of adult education students were determined in many ways. Instructors used informal tests, teacher-made criterion referenced tests, informal interviews that gave insight into the educational background and placement of some students below the fifth grade level, and teacher observation to determine a student's educational functioning level.

However, the recommended California Achievement Test was the standardized tool most frequently used by local instructors to diagnose and analyze the learning difficulties of students. Plans of study were developed based upon the CAT Scoreze and Profile Sheet and these plans were used in an effort to meet the instructional needs of adult education students.

As evidenced through supervision of programs from the State and local levels, programs were designed and conducted at the local level, which thereby emphasized instructional methods that permitted students to advance at their own rate of speed.

V. Methods Used to Determine Part-time and Full-time Personnel Reported on Table 2

Full-time adult education teachers are employed on a contractural basis, as determined by salary rates for regular public school teachers with similar degrees and experience. Full-time teachers paid on a contractural basis are employed for a minimum of 30 hours per week for the duration of the said contract and are entitled to all benefits and considerations as are any other regular teachers employed by the agency or institution.

Part-time teachers are employed on an hourly basis for specific instructional services not to exceed 20 hours per week. Efforts are made by the local program officers to provide full-time contractural employment to adult education teachers if their part-time services exceed a maximum of 20 hours per week.

Teachers employed on a part-time basis receive an hourly rate of pay at $10 per clock hour of instruction as set forth by the State Board of Elementary and Secondary Education. A signed Teacher's Monthly Payroll Report to Parish Superintendent, Form DE-50R, in Appendix M, is submitted monthly to the local supervisor of adult education by each teacher for justification of payment.

VI. Summary

The Adult Education Program provided academic education for 16-year-olds and above with less than a high school education, with emphasis on decreasing the illiteracy rate in Louisiana.

The program enrolled 44,515 adults in R.S. 17:14, ABE, and through other specially designed programs.

In the ABE and R.S. 17:14 programs, 32,973 were retested. The average of the initial test scores was 8.7, and the average of the final test scores was 10.3. The average grades elevated were 1.6 per 79.5 hours of attendance at a low cost of only $1.66 per hour of instruction. The average cost per student was $131.99.

In the R.S. 17:14 program, the total enrollment was 29,659; the total hours of student attendance were 2,246,208; the average cost per instructional hour was $1.92; and the average cost per student enrolled was $145.06.

In the ABE program, 14,856 students enrolled; the total hours of attendance were 1,290,691; the cost per instructional hour was $1.22; and the average cost per student enrolled was $105.90.

Records indicate that 10,221 students graduated with GED diplomas. There were 4,637 who completed the eighth grade, and 5,641 were issued upgrading certificates; 643 classes were conducted in populated areas of the State and 953 persons employed.

Twenty-one full-time and 71 part-time administrators, 97 full-time instructors, 525 part-time teachers, 95 full-time paraprofessionals and other full-time support personnel, and 144 other part-time instructional and noninstructional personnel constituted the staff. In 1986 1,030 persons were employed as compared with 953 in 1987--a decrease of 7.5 percent.

As in the previous year, the majority of classes were conducted in the evenings in secondary and elementary school buildings. Additionally, 43 learning centers offered alternative adult education classes on a full-time basis in 30 parishes. Specially designed reading programs established in 39 parishes offered reading on a one-to-one basis for adults functioning at the eighth grade level and below; and 26 full-time vocational-technical adult education centers were conducted in 25 parishes.

VII. Recommendations of Supervisors

1. Maintain funding at level which will insure full program operation as scheduled and restore part-time classes in selected areas

2. Provide funds to purchase instructional materials and supplies for adult education students

3. Provide funds to reinstate part-time teachers and paraprofessionals

4. Provide funds to restore part-time classes in the needed areas of the parish

5. Provide more funds to employ instructors to meet the increased demands

6. Ensure funding for full-time paraprofessional

7. Provide funds to offset reduced inkind services that were once provided by the LEA but are no longer due to cuts in Minimum Foundation Program (MFP)

9. Provide additional funding to purchase equipment and necessary software to teach computer literacy classes

10. Provide inservice to teachers for new GED test to be implemented in 1988

11. Provide university courses which will lead to teacher certification in adult education

12. Provide additional funds to expand the program in selected rural areas to meet the needs of adult students

13. Provide district wide inservice programs for adult education teachers and administrators

14. Provide more communication from the state level on matters concerning the adult education program--innovations, budget matters, new programs, certification, etc.

15. Provide for state supervisors conference so that supervisors might discuss and share pertinent matters related to adult education

16. Provide early notification of allocation for adult education program FY 1988

17. Provide funds to establish classes in new correctional facilities in selected populated areas

18. Provide funds to replace adult education clerical personnel

19. Provide a GED testing agent in selected areas to adequately serve the adult education program

20. Re-establish the literacy outreach program in Madison Parish

21. Provide additional funds to employ a part-time counselor for the adult education program

22. Provide funds to secure new or up-date California Achievement Tests to evaluate students

APPENDICES

GOALS FOR ADULT EDUCATION
LOUISIANA STATE PLAN
FOR ADULT EDUCATION
1985-1988
BULLETIN 1763

Goal No. 1

To serve all segments of the undereducated adult population in all 66 local school systems of the State

Goal No. 2

To improve overall adult education services through the development of additional full-time adult education programs, employing full-time professional adult education supervisory and instructional personnel

Goal No. 3

To expand the delivery system of adult education through outreach efforts involving cooperative agencies, organizations, and institutions serving adults who reside in rural and urban areas with high rates of unemployment, those with limited English-speaking skills, institutionalized adults, immigrants, and others with special needs

Goal No. 4

To improve the instructional quality of local adult education programs

Goal No. 5

To promote and expand literacy efforts through adult basic education programs, volunteer groups, and literacy programs to reach the least educated and most in need of assistance

Goal No. 6

To promote professionalism by strengthening and supporting adult education certification requirements for employment

Goal No. 7

To improve and increase public awareness of adult education opportunities throughout the State

RESULTS BY PARISH OF THE 1986-87 TEACHERS ANNUAL EVALUATION REPORTS

IN

ADULT BASIC EDUCATION AND R.S. 17:14 ADULT EDUCATION PROGRAMS

Parish		Age	Enrollment: Sex		Enrollment: Race				Achievement				Attendance		Terminations				
			Male	Female	White	Black	Other	Total	Number Students Retested	Initial Test	Final Test	Grades Elevated	Total Hours Attended	Average Hours Attended	Drops	Recommended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
1. Acadia	ABE	24.1	121	120	165	76	0	241	234	7.0	8.9	1.9	16,651	69.1	59	61	10	40	13
	17:14	22.2	294	304	441	157	0	598	598	8.1	9.7	1.6	46,568	77.9	178	148	12	114	0
	Total	22.8	415	424	606	233	0	839	832	7.8	9.5	1.7	63,219	75.4	237	209	22	154	13
2. Allen	ABE	23.1	45	47	70	20	2	92	45	6.9	8.2	1.3	9,704	105.5	40	3	1	4	5
	17:14	25.3	31	69	73	27	0	100	62	10.0	11.9	1.9	10,709	107.1	20	31	0	4	10
	Total	24.2	76	116	143	47	2	192	107	8.7	10.3	1.6	20,413	106.3	60	34	1	8	15
3. Ascension	ABE	23.9	71	92	32	131	0	163	158	6.0	7.1	1.1	26,592	163.2	30	9	17	8	0
	17:14	23.4	179	240	320	91	8	419	273	9.3	11.4	2.1	25,931	61.9	101	189	10	55	99
	Total	23.5	250	332	352	222	8	582	431	8.1	9.9	1.8	52,523	90.3	131	198	27	63	99
4. Assumption	ABE	24.8	37	54	68	23	0	91	44	8.6	10.6	2.0	4,825	53.0	43	26	2	3	4
	17:14	23.6	38	38	27	49	0	76	66	7.4	8.4	1.0	5,939	78.2	15	9	3	7	1
	Total	24.3	75	92	95	72	0	167	110	7.9	9.3	1.4	10,764	64.5	58	35	5	10	5
5. Avoyelles	ABE	20.3	28	23	27	24	0	51	51	7.6	10.7	3.1	9,466	185.6	10	26	3	10	0
	17:14	23.0	172	200	253	117	2	372	372	8.6	10.9	2.3	28,559	76.8	84	165	14	62	0
	Total	22.7	200	223	280	141	2	423	423	8.4	10.8	2.4	38,025	89.9	94	191	17	72	0
6. Beauregard	ABE	26.4	167	189	295	59	2	356	270	9.1	10.1	1.0	13,672	38.4	226	56	13	17	35
	17:14	23.2	77	110	144	37	6	187	100	9.2	10.7	1.5	14,784	79.1	114	45	3	6	6
	Total	25.3	244	299	439	96	8	543	370	9.1	10.2	1.1	28,456	52.4	340	101	16	23	41
7. Bienville	ABE	34.7	50	38	36	52	0	88	68	5.9	8.1	2.2	16,161	183.7	16	9	10	7	53
	17:14	24.4	111	111	130	92	0	222	218	10.9	12.2	1.3	36,501	164.4	15	137	0	0	56
	Total	27.3	161	149	166	144	0	310	286	9.7	11.2	1.5	52,662	169.9	31	146	10	7	109

Parish		Age	Enrollment: Sex: Male	Female	Race: White	Black	Other	Total	Achievement: Number Students Retested	Initial Test	Final Test	Grades Elevated	Attendance: Total Hours Attended	Average Hours Attended	Terminations: Drops	Recommended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
8. Bossier	ABE	24.9	144	158	154	98	50	302	302	5.5	8.0	2.5	21,153	70.1	2	27	44	89	299
	17:14	22.3	506	517	776	202	45	1023	1023	9.3	11.4	2.1	67,982	66.5	11	409	9	191	1,017
	Total	22.9	650	675	930	300	95	1325	1325	8.4	10.6	2.2	89,135	67.3	13	436	53	280	1,316
9. Caddo	ABE	22.8	360	401	416	339	6	761	748	8.4	10.5	2.1	49,223	64.7	72	246	11	268	17
	17:14	21.6	646	546	622	543	27	1192	1191	9.2	10.9	1.7	81,399	68.3	451	400	11	258	390
	Total	22.0	1006	947	1038	882	33	1953	1939	8.9	10.7	1.8	130,622	66.9	523	646	22	526	407
10. Calcasieu	ABE	37.1	232	209	179	255	7	441	394	5.8	6.6	.8	26,528	60.2	159	5	22	58	142
	17:14	24.6	363	376	548	185	6	739	734	10.1	11.3	1.2	42,477	57.5	299	238	1	110	0
	Total	29.3	595	585	727	440	13	1180	1128	8.5	9.6	1.1	69,005	58.5	458	243	23	168	142
11. Caldwell	ABE	20.1	16	7	18	4	1	23	21	6.8	9.7	2.9	3,324	144.5	0	0	1	16	21
	17:14	24.1	19	32	44	3	4	51	50	10.0	11.6	1.6	5,564	109.1	1	27	0	0	25
	Total	22.8	35	39	62	7	5	74	71	9.0	11.0	2.0	8,888	120.1	1	27	1	16	46
12. Cameron	ABE	24.1	10	8	18	0	0	18	9	6.9	7.2	.3	394	21.9	15	0	0	1	0
	17:14	23.1	22	36	57	1	0	58	53	10.6	11.7	1.1	1,950	33.6	31	23	0	2	0
	Total	23.4	32	44	75	1	0	76	62	10.0	11.0	1.0	2,344	30.9	46	23	0	3	0
13. Catahoula	ABE	24.0	19	26	20	25	0	45	23	7.8	9.5	1.7	3,425	76.1	9	7	3	8	16
	17:14	23.4	27	30	33	24	0	57	26	9.3	10.7	1.4	4,203	73.7	8	11	3	5	18
	Total	23.6	46	56	53	49	0	102	49	8.6	10.1	1.5	7,628	74.8	17	18	6	13	34
14. Claiborne	ABE	24.8	12	39	10	41	0	51	33	6.6	8.4	1.8	9,257	181.5	26	4	2	7	3
	17:14	23.6	53	73	64	62	0	126	112	10.5	12.1	1.6	11,378	90.3	37	51	0	7	41
	Total	24.0	65	112	74	103	0	177	145	9.6	11.2	1.6	20,635	116.6	63	55	2	14	44
15. Concordia	ABE	32.3	29	37	10	56	0	66	54	8.5	9.7	1.2	5,244	79.5	13	6	6	11	22
	17:14	22.0	95	95	135	55	0	190	175	9.1	10.5	1.4	23,885	125.7	51	41	4	29	0
	Total	24.6	124	132	145	111	0	256	229	8.9	10.3	1.4	29,129	113.8	64	47	10	40	22
16. DeSoto	ABE	36.2	61	62	68	55	0	123	121	7.4	9.0	1.6	13,283	108.0	16	17	5	22	14
	17:14	22.8	114	110	127	97	0	224	224	7.9	10.4	2.5	51,168	228.4	60	61	0	99	0
	Total	27.5	175	172	195	152	0	347	345	7.7	9.9	2.2	64,451	185.7	76	78	5	121	14

Parish		Enrollment. Age	Sex Male	Sex Female	Race White	Race Black	Race Other	Total	Achievement Number Students Retested	Initial Test	Final Test	Grades Elevated	Attendance Total Hours Attended	Average Hours Attended	Terminations Drops	Recommended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
17. E. Baton Rouge	ABE	24.5	906	667	451	967	155	1573	353	7.2	9.1	1.9	66,995	42.6	358	49	18	118	95
	17:14	23.0	1195	1127	1665	614	43	2322	766	10.3	12.5	2.2	71,009	30.6	318	878	2	25	189
	Total	23.6	2101	1794	2116	1581	198	3895	1119	9.3	11.4	2.1	138,004	35.4	676	927	20	143	284
18. East Carroll	ABE	42.9	85	115	12	187	1	200	192	3.8	5.7	1.9	31,152	155.8	59	7	22	29	68
	17:14	26.2	16	37	32	20	1	53	46	10.8	13.0	2.2	10,442	197.0	10	31	0	0	35
	Total	39.4	101	152	44	207	2	253	238	5.1	7.1	2.0	41,594	164.4	69	38	22	29	103
19. E. Feliciana	ABE	29.0	47	11	23	35	0	58	58	6.0	8.3	2.3	5,398	93.1	3	4	9	22	17
	17:14	26.0	160	74	134	100	0	234	128	9.1	10.0	.9	20,361	87.0	125	21	4	9	20
	Total	26.6	207	85	157	135	0	292	186	8.1	9.5	1.4	25,759	88.2	128	25	13	31	37
20. Evangeline	ABE	21.9	95	98	132	61	0	193	192	6.8	7.7	.9	9,307	48.2	108	3	10	37	0
	17:14	23.0	125	93	192	26	0	218	218	10.4	11.2	.8	10,192	46.8	93	59	0	6	23
	Total	22.5	220	191	324	87	0	411	410	8.7	9.6	.9	19,499	47.5	201	62	10	43	23
21. Franklin	ABE	33.2	19	65	12	72	0	84	53	7.0	7.9	.9	7,110	84.7	13	1	5	4	72
	17:14	20.9	112	115	155	72	0	227	225	9.2	10.4	1.2	46,570	205.2	56	82	2	13	3
	Total	24.3	131	180	167	144	0	311	278	8.7	9.9	1.2	53,680	172.6	69	83	7	17	75
22. Grant	ABE	25.7	38	28	47	19	0	66	56	9.0	9.8	.8	6,424	97.3	15	11	0	5	0
	17:14	21.6	55	93	145	3	0	148	113	9.9	10.9	1.0	11,189	75.6	22	18	0	8	12
	Total	22.8	93	121	192	22	0	214	169	9.6	10.5	.9	17,613	82.3	37	29	0	13	12
23. Iberia	ABE	23.2	204	124	218	108	2	328	104	7.3	9.6	2.3	21,325	65.0	79	28	7	31	10
	17:14	22.8	117	128	191	53	1	245	107	10.7	12.9	2.2	14,706	60.0	32	83	0	1	54
	Total	23.0	321	252	409	161	3	573	211	9.0	11.3	2.3	36,031	62.9	111	111	7	32	64
24. Iberville	ABE	21.5	70	108	49	129	0	178	124	6.4	8.9	2.5	19,182	107.8	54	31	12	21	0
	17:14	22.1	75	97	124	48	0	172	118	11.0	12.6	1.6	17,588	102.3	34	90	0	4	0
	Total	21.8	145	205	173	177	0	350	242	8.6	10.7	2.1	36,770	105.1	88	121	12	25	0
25. Jackson	ABE	22.9	50	46	69	27	0	96	59	7.1	9.1	2.0	14,098	146.9	25	9	2	23	25
	17:14	27.4	36	60	81	13	2	96	75	10.7	12.6	1.9	9,323	97.1	11	50	0	0	41
	Total	25.1	86	106	150	40	2	192	134	9.1	11.1	2.0	23,421	122.0	36	59	2	23	66

Parish		Age	Enrollment: Sex: Male	Enrollment: Sex: Female	Enrollment: Race: White	Enrollment: Race: Black	Enrollment: Race: Other	Enrollment: Race: Total	Achievement: Number Students Retested	Achievement: Initial Test	Achievement: Final Test	Achievement: Grades Elevated	Attendance: Total Hours Attended	Attendance: Average Hours Attended	Terminations: Groups	Terminations: Recommended for GED	Terminations: Completed ABE Grades	Terminations: Completed ASE Grades	Terminations: Issued HS/GED Certs.
26. Jefferson	ABE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	17:18	24.0	2886	2998	3203	1484	985	5682	4178	9.4	10.8	1.2	321,335	56.9	2133	1868	74	215	0
	Total	24.0	2886	2998	3203	1484	985	5682	4178	9.4	10.8	1.2	321,335	56.9	2133	1868	74	215	0
27. Jefferson Davis	ABE	30.8	146	106	166	80	6	252	219	6.2	8.3	2.1	26,822	105.7	46	21	11	52	1
	17:18	25.1	80	85	114	50	1	165	140	9.9	11.9	2.0	14,704	101.4	14	67	0	0	3
	Total	28.1	226	191	280	112	5	397	359	7.8	9.7	2.1	41,331	104.1	60	88	11	52	4
28. Lafayette	ABE	24.8	523	564	826	590	75	1091	942	7.0	9.0	2.0	136,511	125.1	217	211	84	271	81
	17:18	21.9	349	322	585	119	7	671	580	10.3	12.0	1.7	58,838	84.7	37	446	0	0	158
	Total	23.7	1076	886	971	709	82	1762	1522	8.3	10.2	1.9	195,349	109.7	254	657	84	271	239
29. Lafourche	ABE	24.4	131	172	229	51	23	303	302	7.1	8.3	1.2	29,284	96.7	107	11	11	89	50
	17:18	24.3	195	245	369	63	8	440	440	10.3	11.4	1.1	35,544	80.8	136	155	0	9	69
	Total	24.3	326	417	598	114	31	743	742	9.0	10.1	1.1	64,828	87.3	243	166	11	98	119
30. LaSalle	ABE	20.0	12	19	17	14	0	31	19	7.8	9.7	1.9	2,513	81.1	12	0	0	8	0
	17:18	22.8	57	97	150	2	2	154	102	9.9	12.3	2.4	7,018	45.6	22	52	0	16	37
	Total	22.4	69	116	167	16	2	185	121	9.5	11.9	2.4	9,531	51.5	34	52	0	24	37
31. Lincoln	ABE	43.2	10	12	2	20	0	22	20	5.1	6.0	.9	2,952	134.2	4	0	1	4	0
	17:18	22.3	62	84	76	70	0	146	92	10.3	12.4	2.1	17,134	117.4	53	59	1	2	3
	Total	25.0	72	96	78	90	0	168	112	9.3	11.2	1.9	20,086	119.6	57	59	2	6	3
32. Livingston	ABE	21.4	199	171	337	30	3	370	334	6.7	8.1	1.4	41,961	113.4	171	31	19	57	10
	17:18	22.4	165	218	373	8	2	383	361	10.2	11.9	1.7	31,647	82.6	127	187	0	0	97
	Total	21.9	364	389	710	38	5	753	695	8.5	10.1	1.6	73,608	97.8	298	218	19	57	107
33. Madison	ABE	25.6	44	15	8	51	0	59	53	7.4	8.2	.8	7,715	130.8	16	4	2	7	3
	17:18	21.8	52	80	80	71	1	132	25	10.6	13.4	2.8	14,593	282.1	78	31	0	0	5
	Total	22.7	96	95	88	122	1	191	78	8.4	9.9	1.5	42,308	221.5	92	35	2	7	8
34. Morehouse	ABE	32.8	44	16	14	46	0	60	60	5.3	7.3	2.0	7,831	122.3	0	0	10	12	0
	17:18	22.0	134	187	190	131	0	321	256	7.8	10.4	2.6	30,963	96.5	0	21	21	106	0
	Total	24.8	178	203	204	177	0	381	316	7.3	9.8	2.5	38,794	101.3	0	21	31	123	0

Parish		Age	Enrollment: Sex: Male	Enrollment: Sex: Female	Enrollment: Race: White	Enrollment: Race: Black	Enrollment: Race: Other	Enrollment: Total	Achievement: Number Students Retested	Achievement: Initial Test	Achievement: Final Test	Achievement: Grades Elevated	Attendance: Total Hours Attended	Attendance: Average Hours Attended	Terminations: Drops	Terminations: Recommended for GED	Terminations: Comp. 4th Grade	Terminations: Comp. 8th Grade	Terminations: Issued Up-Grade Cert.
35. Natchitoches	ABE	29.3	171	196	151	213	3	367	366	8.2	9.7	1.5	59,316	161.6	28	57	22	69	337
	17:14	23.4	214	264	251	222	5	478	478	9.6	11.5	1.9	82,354	172.3	57	161	12	110	424
	Total	26.0	385	460	402	435	8	845	844	9.0	10.7	1.7	141,670	167.7	85	218	34	179	761
36. Orleans	ABE	28.7	430	480	293	464	153	910	326	8.4	9.8	1.4	51,353	56.4	292	104	18	46	64
	17:14	27.1	954	1065	306	1565	148	2019	1269	7.6	9.1	1.5	180,593	89.5	953	225	103	194	1
	Total	27.6	1384	1545	599	2029	301	2929	1595	7.8	9.2	1.4	231,946	79.2	1245	329	121	240	65
37. Ouachita	ABE	23.2	255	215	307	160	3	470	467	6.9	7.7	.8	31,454	66.9	216	16	15	80	0
	17:14	21.9	260	296	495	60	1	556	553	10.7	11.8	1.1	34,392	61.9	191	214	0	0	0
	Total	22.5	515	511	802	220	4	1026	1020	9.0	9.9	.9	65,846	64.2	407	230	15	80	0
38. Plaquemines	ABE	26.5	51	62	75	33	5	113	94	10.1	11.0	.9	6,968	61.7	36	51	0	10	0
	17:14	26.0	41	82	81	37	5	123	107	10.0	12.4	2.4	9,170	74.6	21	56	0	5	0
	Total	26.2	92	144	156	70	10	236	201	10.0	11.7	1.7	16,138	68.4	57	107	0	15	0
39. Pointe Coupee	ABE	24.9	18	21	20	19	0	39	22	6.7	7.4	.7	3,581	91.8	23	0	0	1	0
	17:14	21.6	99	134	114	119	0	233	117	9.3	11.2	1.9	23,560	101.1	110	62	1	11	15
	Total	22.0	117	155	134	138	0	272	139	8.9	10.6	1.7	27,141	99.8	133	62	1	12	15
40. Rapides	ABE	23.3	143	154	212	73	12	297	289	8.7	10.2	1.5	29,887	100.6	100	82	1	32	0
	17:14	21.4	223	236	281	170	8	459	458	9.9	12.2	2.3	40,523	88.3	90	286	3	38	0
	Total	22.2	366	390	493	243	20	756	747	9.5	11.4	1.9	70,410	93.1	190	368	4	70	0
41. Red River	ABE	44.9	15	58	6	67	0	73	73	8.2	9.3	1.1	10,483	143.6	1	5	5	6	0
	17:14	22.5	47	69	83	33	0	116	110	8.5	10.4	1.9	32,609	281.1	29	25	0	24	14
	Total	31.1	62	127	89	100	0	189	183	8.4	9.9	1.5	43,092	228.0	30	30	5	30	14
42. Richland	ABE	30.2	42	47	36	53	0	89	63	4.9	6.0	1.1	8,083	90.8	45	1	10	4	0
	17:14	22.1	56	65	83	38	0	121	80	10.4	11.9	1.5	9,689	80.1	29	53	0	9	20
	Total	25.6	98	112	119	91	0	210	143	7.9	9.3	1.4	17,772	84.6	74	54	10	13	20
43. Sabine	ABE	26.0	22	44	42	11	13	66	65	8.0	9.6	1.6	3,988	60.4	15	12	1	16	2
	17:14	22.0	158	199	268	77	12	357	336	8.6	9.8	1.2	17,669	49.5	89	40	7	47	2
	Total	22.6	180	243	310	88	25	423	401	8.5	9.8	1.3	21,657	51.2	104	52	8	63	4

Parish		Age	Enrollment: Sex: Male	Enrollment: Sex: Female	Enrollment: Race: White	Enrollment: Race: Black	Enrollment: Race: Other	Enrollment: Total	Achievement: Number Students Retested	Achievement: Initial Test	Achievement: Final Test	Achievement: Grades Elevated	Attendance: Total Hours Attended	Attendance: Average Hours Attended	Terminations: Drops	Terminations: Recommended for GED	Terminations: Comp. 4th Grade	Terminations: Comp. 8th Grade	Terminations: Issued Up-Grade Cert.
44. St. Bernard	ABE	24.0	61	65	117	9	0	126	126	7.0	8.2	1.2	9,281	73.7	37	1	5	36	0
	17:14	23.5	270	378	614	20	14	648	638	10.0	11.0	1.0	34,651	54.3	151	242	6	48	0
	Total	23.6	331	443	731	29	14	774	764	9.5	10.6	1.1	43,932	56.8	188	243	11	84	0
45. St. Charles	ABE	22.2	43	51	48	44	2	94	78	5.9	8.2	2.3	16,140	171.7	26	0	20	30	18
	17:14	24.1	134	102	185	45	6	236	236	9.0	12.4	3.4	31,955	135.4	34	139	1	49	5
	Total	23.9	177	153	233	89	8	330	314	8.2	11.3	3.1	48,095	145.8	60	139	21	79	23
46. St. Helena	ABE	53.0	68	67	2	133	0	135	122	6.6	7.2	.6	13,408	99.3	5	1	5	3	0
	17:14	22.4	40	33	38	35	0	73	49	11.8	12.5	.7	5,001	68.5	20	40	0	0	0
	Total	42.3	108	100	40	168	0	208	171	8.1	8.7	.6	18,409	88.5	25	41	5	3	0
47. St. James	ABE	27.7	28	28	12	44	0	56	51	9.3	10.6	1.3	7,527	134.4	6	18	0	9	24
	17:14	23.9	58	51	33	76	0	109	85	9.7	10.8	1.1	12,778	117.2	23	32	0	5	51
	Total	24.9	86	79	45	120	0	165	136	9.5	10.7	1.2	20,305	123.1	29	50	0	14	75
48. St. John	ABE	22.1	67	71	62	75	1	138	68	7.7	9.0	1.3	14,766	107.0	65	32	5	7	10
	17:14	22.6	28	31	26	33	0	59	59	9.1	10.4	1.3	7,340	124.4	18	15	0	7	11
	Total	22.2	95	102	88	108	1	197	127	8.3	9.6	1.3	22,106	112.2	83	47	5	14	21
49. St. Landry	ABE	24.3	112	171	110	173	0	283	260	8.9	11.3	2.4	24,873	87.9	16	99	2	102	31
	17:14	22.2	287	370	422	235	0	657	605	8.6	9.9	1.3	111,701	170.0	285	157	2	74	100
	Total	22.8	399	541	532	408	0	940	865	8.7	10.3	1.6	136,574	145.3	301	256	4	176	131
50. St. Martin	ABE	23.7	91	76	89	73	5	167	54	6.8	9.5	2.7	8,308	49.8	83	13	6	14	0
	17:14	22.2	97	103	129	67	4	200	132	9.1	11.2	2.1	28,125	140.6	36	90	2	20	0
	Total	22.9	188	179	218	140	9	367	186	8.4	10.6	2.2	36,433	99.3	119	103	8	34	0
51. St. Mary	ABE	23.9	208	222	239	170	21	430	359	6.7	8.3	1.6	76,845	178.7	54	42	14	74	39
	17:14	21.9	155	169	265	51	8	324	296	11.1	12.4	1.3	40,646	125.5	29	170	0	0	4
	Total	22.8	363	391	504	221	29	754	655	8.6	10.1	1.5	117,491	155.8	83	212	14	74	43
52. St. Tammany	ABE	24.3	462	375	599	224	14	837	545	7.4	8.1	.7	34,502	41.2	611	56	6	54	0
	17:14	23.0	411	445	767	81	8	856	805	10.9	12.0	1.1	27,630	32.3	426	314	0	17	0
	Total	23.6	873	820	1366	305	22	1693	1350	9.5	10.4	.9	62,132	36.7	1037	370	6	71	0

Parish		Age	Enrollment: Sex: Male	Enrollment: Sex: Female	Enrollment: Race: White	Enrollment: Race: Black	Enrollment: Race: Other	Enrollment: Total	Achievement: Number Students Retested	Achievement: Initial Test	Achievement: Final Test	Achievement: Grades Elevated	Attendance: Total Hours Attended	Attendance: Average Hours Attended	Terminations: Drops	Terminations: Recommended for GED	Terminations: Comp. 4th Grade	Terminations: Comp. 8th Grade	Terminations: Issued Up-Grade Cert.
53. Tangipahoa	ABE	23.2	234	251	248	229	8	485	102	7.4	9.7	2.3	21,262	43.8	206	22	3	29	0
	17:14	23.2	183	264	361	83	3	447	270	11.5	13.7	2.2	17,041	38.1	83	237	0	0	0
	Total	23.2	417	515	609	312	11	932	372	10.4	12.6	2.2	38,303	41.1	289	259	3	29	0
54. Tensas	ABE	54.3	18	61	4	75	0	79	79	4.6	5.3	.7	3,841	48.6	3	0	6	2	36
	17:14	30.2	79	109	48	140	0	188	188	10.1	10.8	.7	4,819	25.6	91	30	1	16	40
	Total	37.3	97	170	52	215	0	267	267	8.4	9.1	.7	8,660	32.4	94	30	7	18	76
55. Terrebonne	ABE	24.6	136	217	234	71	48	353	170	7.1	9.0	1.9	52,238	148.0	172	25	6	48	15
	17:14	23.8	203	315	403	92	23	518	284	10.3	12.4	2.1	42,407	81.9	207	134	0	22	153
	Total	24.2	339	532	637	163	71	871	454	9.0	11.1	2.1	94,645	108.7	379	159	6	70	168
56. Union	ABE	23.3	44	51	67	27	1	95	64	7.1	7.8	.7	10,728	112.9	32	4	0	3	0
	17:14	21.5	30	50	64	16	0	80	65	10.6	11.5	.9	8,314	103.9	16	24	0	0	0
	Total	22.5	74	101	131	43	1	175	129	8.9	9.7	.8	19,042	108.8	48	28	0	3	0
57. Vermilion	ABE	23.9	141	110	178	73	0	251	215	7.2	8.4	1.2	36,647	146.0	75	6	4	71	71
	17:14	23.8	184	220	319	82	3	404	323	10.2	11.4	1.2	30,696	76.0	101	98	0	6	58
	Total	23.8	325	330	497	155	3	655	538	9.0	10.2	1.2	67,343	102.8	176	104	4	77	129
58. Vernon	ABE	25.6	44	39	31	28	24	83	60	5.9	8.8	2.9	5,638	67.9	40	7	14	22	0
	17:14	24.0	240	457	526	130	41	697	674	8.8	10.7	1.9	45,197	64.9	245	198	7	204	168
	Total	24.2	284	496	557	158	65	780	734	8.5	10.5	2.0	50,835	65.2	285	205	21	226	168
59. Washington	ABE	21.9	85	66	101	50	0	151	45	6.0	7.4	1.4	15,617	103.4	0	0	8	7	36
	17:14	22.7	81	99	145	35	0	180	102	9.9	12.1	2.2	17,309	96.2	0	80	0	19	37
	Total	22.3	166	165	246	85	0	331	147	8.7	10.7	2.0	32,926	99.5	0	80	8	26	73
60. Webster	ABE	26.6	34	41	38	37	0	75	75	8.6	9.7	1.1	8,412	112.2	28	15	0	1	41
	17:14	22.9	84	111	143	52	0	195	195	9.8	10.8	1.0	17,833	91.5	79	57	0	16	13
	Total	23.9	118	152	181	89	0	270	270	9.5	10.5	1.0	26,245	97.2	107	72	0	17	54
61. W. Baton Rouge	ABE	21.1	50	27	30	47	0	77	56	6.7	9.5	2.8	11,845	153.8	18	14	9	15	0
	17:14	24.9	110	49	76	80	3	159	89	10.2	11.6	1.4	11,340	71.3	69	33	1	4	26
	Total	23.7	160	76	106	127	3	236	145	8.8	10.8	2.0	23,185	98.3	87	47	10	19	26

Parish		Age	Enrollment: Sex: Male	Female	Race: White	Black	Other	Total	Achievement: Number Students Retested	Initial Test	Final Test	Grades Elevated	Attendance: Total Hours Attended	Average Hours Attended	Terminations: Drops	Recommended for GED	Comp. 4th Grade	Comp. 8th Grade	Issued Up-Grade Cert.
62. W. Carroll	ABE	24.1	26	25	29	22	0	51	41	7.0	8.1	1.1	5,400	105.9	11	2	2	4	12
	17:14	23.7	29	57	74	12	0	86	77	10.1	11.1	1.0	7,652	89.0	1	34	0	1	0
	Total	23.9	55	82	103	34	0	137	118	9.0	10.0	1.0	13,052	95.3	12	36	2	5	12
63. W. Feliciana	ABE	28.5	5	10	5	10	0	15	14	6.4	8.6	2.2	2,304	153.6	0	1	1	5	0
	17:14	26.8	10	25	23	12	0	35	30	9.5	11.6	2.1	4,098	117.1	1	9	0	0	0
	Total	27.3	15	35	28	22	0	50	44	8.5	10.6	2.1	6,402	128.0	1	10	1	5	0
64. Winn	ABE	21.8	58	66	62	60	2	124	124	7.5	9.5	2.0	19,575	157.9	26	24	5	46	0
	17:14	22.2	45	51	72	24	0	96	96	11.3	12.7	1.4	6,526	68.0	11	67	0	0	0
	Total	22.0	103	117	134	84	2	220	220	9.1	10.8	1.7	26,101	118.6	37	91	5	46	0
65. City Monroe	ABE	32.6	61	114	3	172	0	175	131	7.4	8.4	1.0	13,132	75.0	40	10	10	12	46
	17:14	23.8	52	46	8	89	1	98	87	9.3	10.1	.8	10,556	107.7	27	16	0	5	14
	Total	29.4	113	160	11	261	1	273	218	8.1	9.1	1.0	23,688	86.8	67	26	10	17	60
66. City Bogalusa	ABE	21.6	40	41	71	10	0	81	5	8.8	12.5	3.7	2,430	30.0	29	4	0	1	2
	17:14	22.4	46	65	90	21	0	111	12	11.7	12.8	1.1	2,442	22.0	38	15	0	0	14
	Total	22.1	86	106	161	31	0	192	17	10.9	12.7	1.8	4,872	25.4	67	19	0	1	16
67. St. Mary-Terrebonne Lit. Project	ABE	33.6	75	45	76	19	25	120	0	0	0	0	2,400	20.0	0	0	0	0	0
	17:14	*																	
	Total	33.6	75	45	76	19	25	120	0	0	0	0	2,400	20.0	0	0	0	0	0
68. Operation AACE	ABE	**																	
	17:14	37.7	28	26	23	31	0	54	5	6.2	8.4	2.2	2,820	52.2	0	1	1	1	0
	Total	37.7	28	26	23	31	0	54	5	6.2	8.4	2.2	2,820	52.2	0	1	1	1	0
69. Project READ	ABE	34.5	52	23	36	39	0	75	0	0	0	0	3,372	45.0	17	0	0	0	0
	17:14	*																	
	Total	34.5	52	23	36	39	0	75	0	0	0	0	3,372	45.0	17	0	0	0	0
70. Hope House	ABE	**																	
	17:14	28.6	119	189	26	278	4	308	108	7.4	8.6	1.2	28,284	91.8	196	14	9	16	0
	Total	28.6	119	189	26	278	4	308	108	7.4	8.6	1.2	28,284	91.8	196	14	9	16	0

Parish		Age	Enrollment: Sex: Male	Enrollment: Sex: Female	Enrollment: Race: White	Enrollment: Race: Black	Enrollment: Race: Other	Enrollment: Total	Achievement: Number Students Retested	Achievement: Initial Test	Achievement: Final Test	Achievement: Grades Elev.	Attendance: Total Hours Attended	Attendance: Avg. Hrs. Att.	Terminations: Drops	Terminations: Recommended for GED	Terminations: Comp. 4th Grade	Terminations: Comp. 8th Grade	Terminations: Issued Up-Grade Cert.
71. St. Paul	ABE	**																	
Learning	17:14	25.0	123	79	32	169	1	202	193	6.3	7.3	1.0	9,979	49.4	123	15	9	10	0
Center	Total	25.0	123	79	32	169	1	202	193	6.3	7.3	1.0	9,979	49.4	123	15	9	10	0
72. New Orleans	ABE	**																	
Catholic	17:14	49.1	33	48	65	16	0	81	0	0	0	0	380	4.7	0	0	0	0	0
Deaf Center	Total	49.1	33	48	65	16	0	81	0	0	0	0	380	4.7	0	0	0	0	0
73. Operation	ABE	**																	
Upgrade	17:14	35.6	228	213	126	204	111	441	71	2.8	5.3	2.5	11,821	26.8	301	2	35	5	120
	Total	35.6	228	213	126	204	111	441	71	2.8	5.3	2.5	11,821	26.8	301	2	35	5	120
74. Ambrose	ABE	**																	
Hubbs	17:14	76.6	3	51	0	54	0	54	0	0	0	0	1,080	20.0	2	0	0	0	0
	Total	76.6	3	51	0	54	0	54	0	0	0	0	1,080	20.0	2	0	0	0	0
75. Central City	ABE	**																	
	17:14	25.1	114	94	2	206	0	208	122	7.6	8.7	1.1	15,075	72.5	127	27	1	4	19
	Total	25.1	114	94	2	206	0	208	122	7.6	8.7	1.1	15,075	72.5	127	27	1	4	19
State	ABE	26.2	7,619	7,237	7,431	6,754	671	14,856	10,324	7.2	8.8	1.6	1,290,691	86.9	4,379	1,647	576	2,223	1,920
State	R.S. 17:14	24.1	14,232	15,427	18,660	9,439	1,560	29,659	22,649	9.5	11.0	1.5	2,246,208	75.7	9,084	9,625	375	2,414	3,721
Grand Total		24.8	21,851	22,664	26,091	16,193	2,231	44,515	32,973	8.7	10.3	1.6	3,536,899	79.5	13,463	11,272	951	4,637	5,641

*were not allocated R.S. 17:14 funds

**were not allocated ABE funds

English as a Second Language

1986-87

PARISH	NUMBER OF CLASSES	ENROLLMENT	NO. REC. GED
Bossier	2	62	--
Calcasieu	1	11	--
East Baton Rouge	6	121	--
Jefferson	13	768	--
Natchitoches	1	15	5
Orleans	12	368	--
St. Mary	2	29	2
Vernon	1	22	--
Totals	38	1,396	7

Adult Education in Parish Jails

1986-87

PARISH JAILS	NO. MONTHS OPERATED	CLASS HRS. PER WEEK	NO. OFF. SERVED	NO. REC. GED
Acadia	9	4	8	3
Beauregard	9	3	35	1
Bossier	12	6	55	14
Caddo	11	35	103	15
State Police Inmate Barracks Adult Education Program (E. Baton Rouge)	12	4	21	--
East Carroll	9	4	22	5
Grant	9	4	18	--
Iberville	12	6	141	8
Iberia	9	9	44	1
Jefferson	11	13	171	42
Jefferson Davis	9	3	38	3
Lafayette	12	20	326	117
Lafourche Parish Detention Center	9	6	39	--
Livingston	4	3	11	--

Adult Education in Parish Jails (Continued)

1986-87

PARISH JAILS	NO. MONTHS OPERATED	CLASS HRS. PER WEEK	NO. OFF. SERVED	NO. REC. GED
Morehouse	9	15	44	--
Natchitoches	9	6	22	4
Plaquemines	9	6	5	--
Red River	10	6	25	2
St. Martin	6	10	37	10
Tangipahoa	3	4	62	2
Tensas	9	6	37	--
Vernon	9	6	61	7
West Baton Rouge	12	6	55	1
City of Monroe	9	6	20	--
Totals			1,400	235

Services to Other Special Needs Groups

1986-87

PARISH	AGENCY	TOTAL NO. ENROLLEES SERVED
Calcasieu	Nursing Home	46
	Vocational Rehabilitation Center	126
	Senior Citizens	37
Catahoula	Project Read	75
DeSoto	Extended Outreach	12
East Baton Rouge	Baton Rouge Catholic Deaf Center	220
	Greenwell Springs Rehabilitation Center	246
	St. Paul	202
	Teen Parent Center	83
	Operation Upgrade	441
	Family Court Center	6
East Carroll	Expanded Literacy Outreach	105
East Feliciana	East Louisiana Hospital	64
	Forensic Unit	48
Evangeline	Operation AACE	54
Franklin	Council on Aging	19
Jefferson Davis	Nursing Home	31
Lafayette	Halfway House	37

Services to Other Special Needs Groups (Continued)

1986-87

PARISH	AGENCY	TOTAL NO. ENROLLEES SERVED
Madison	Christian Acres Juvenile Detention Center	24
Morehouse	Council on Aging	16
Natchitoches	Homebound	37
	Housing Authority	18
	Literacy Outreach	59
	Mental Health	8
	Nursing Homes	33
	Reach and Teach	30
	Senior Citizens	130
	Visually Impaired	3
Orleans	Adult Continuing Education Program	54
	Carrollton Community Center Home for the Aged	15
	Central City	208
	Charity Hospital	14
	Community Service Center	40
	Florida Desire	16
	Gordon Plaza Senior Citizen Center	9
	Hope House	308
	Louisiana Rehabilitation Institute	44
	New Orleans Catholic Deaf Center	96
	St. Bernard Housing Project	22
	St. Michael Special School	18
	Southern Baptist Hospital	31
	Treme Senior Citizen Center	18

Services to Other Special Needs Groups (Continued)

1986-87

PARISH	AGENCY	TOTAL NO. ENROLLEES SERVED
Red River	Housing Authority	33
Richland	Nursing Home	14
St. Landry	Reach and Teach	64
St. Mary	Operation Reach-Out	120
St. Tammany	Southeast Louisiana Hospital	254
Tangipahoa	Reynolds Institute	24
Tensas	Literacy Outreach	79
Terrebonne	Bureau of Indian Affairs	30
Washington	Visually Impaired	8
	Totals	3,729

Other Cooperating Agencies

State Level

Bureau of Volunteer Coordination

Chamber of Commerce

Churches and Ministers

City and Parish Governments

Civil Defense

Committee on Action Programs

Job Training Partnership Act (JTPA)

Council for the Development of French in Louisiana (CODOFIL)

Division of Employment Security

Division of Human Services

Family Planning Services

Head Start

Louisiana Educational Television Authority

Louisiana Indian Affairs Commission

Louisiana Public Broadcasting

Louisiana State Employment Office

Louisiana State Library

Neighborhood Youth Corps

Office of Public Welfare

Operation Mainstream

Operation Upgrade

Private Industry and Labor Unions

State, Federal, and Private Agencies

State Institutions

Other Cooperating Agencies (Continued)

Trade and Industrial Schools

Veterans Administration

VISTA

Vocational Rehabilitation

Local Level

Business and Industry

City and Parish Libraries

City Public Works Department

Civic and Community Groups

Church Groups and Pastors

Community Action Program (CAP)

Council on Aging

Department of Public Welfare

Division of Employment Security

Head Start Program

Housing Authority

Labor Unions

Louisiana State Division of Hospitals

Louisiana State Employment Services

Neighborhood Youth Corps (NYC)

Office of Economic Opportunity (OEO)

Operation Mainstream

Operation Upgrade

Opportunities Industrialization Center (OIC)

Parish Police Jury

Volunteer Instructors Teaching Adults

ADULT EDUCATION
Learning Centers/Mini-Centers
Reading Labs
Vo-Tech Adult Education Centers
1986-1987

Acadia Parish*** (3 RL) (2 LC)
Mr. Dean Daigle, Supervisor
Adult Education
Acadia Parish School Board
P.O. Drawer 309
Crowley, Louisiana 70527-0309
(318) 783-3664

Allen Parish**+
Mr. Webster A. Duncan, Supervisor
Adult Education
Allen Parish School Board
P.O. Drawer C
Oberlin, Louisiana 70655
(318) 639-4311

Ascension Parish*** (East Bank)
Mr. Roy Stern *** (West Bank)
Director (2 LC) (2 RL)
Adult Education
Ascension Parish School Board
P.O. Box 189
Donaldsonville, Louisiana 70346
(504) 644-2865

Avoyelles Parish*** (2 LC)
Mr. Phillip Coco (2 RL)
Supervisor
Adult Education
Avoyelles Parish School Board
203 Tunica Drive, West
Marksville, Louisiana 71351
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Beauregard Parish***
Ms. Goldie Cain
Supervisor
Adult Education
Beauregard Parish School Board
P.O. Drawer 152
DeRidder, Louisiana 70634
(318) 462-2707, 463-5551

Bienville Parish***
Mrs. Selma K. Weaver, Supervisor
Adult Education
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P.O. Box 418
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(318) 263-2562

Bossier Parish*** (2 RL)
Mr. Clay Brock, Director
Adult Education
Bossier Parish School Board
P.O. Box 218
Benton, Louisiana 71006
(318) 965-2227

Caddo Parish+
Dr. James W. Stockard, Jr.
Supervisor
Adult Education
Caddo Parish School Board
2010 North Market Street
Shreveport, Louisiana 71107
(318) 636-0210

Calcasieu Parish***+ (3 RL)
Ms. Rose Williams (2 LC)
Supervisor
Calcasieu Parish School Board
1724 Kirkman Street
Lake Charles, Louisiana 70601
(318) 491-1781

Claiborne Parish+
Mr. Dump Hatter, Supervisor
Adult Education
Claiborne Parish School Board
Post Office Box 600
Homer, Louisiana 71040
(318) 927-3502, 927-3503

*Full-time Day Classes Only
**Reading Labs Only
***Adult Learning Centers with Reading Labs
+Vo-Tech Adult Education Daytime Center with Reading Labs

Concordia Parish+
Mr. Charles Chauvin, Superintendent
Concordia Parish School Board
P.O. Box 950
Vidalia, Louisiana 71373
(318) 336-4226

DeSoto Parish***
Mr. Arthur J. Williams, Jr.
Supervisor
DeSoto Parish School Board
P.O. Box 631
Mansfield, Louisiana 71052
(318) 872-2836

East Baton Rouge Parish*** (6 RL)
Dr. George Varino, Director(3 LC)
Adult Education
Valley Park Continuing Education Ctr.
2928 College Drive
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Mr. Frank Marcello, Specialist
Rosenwald Continuing Education Ctr.
2611 Dayton Street
Baton Rouge, Louisiana 70805
(504) 355-8678

Dr. Ted Schilling, Supervisor
Baker High School
3200 Groom Road
Baker, Louisiana 70714
(504) 775-8159

(4 mini-centers: Scotlandville,
Rosenwald, Baker, Teen Parenting Center

East Carroll Parish***
Mrs. Martha Christon
Assistant Superintendent
East Carroll Parish School Board
P.O. Box 592
Lake Providence, Louisiana 71254-0792
(318) 559-2222

East Feliciana Parish**+
Mr. Quincy Hargis, Supervisor
Adult Education
East Feliciana Parish School Board
P.O. Box 397
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Franklin Parish+
Mr. Woodrow Bell, Supervisor
Adult Education
Franklin Parish School Board
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Iberville Parish**+
Mr. Thomas T. Gullatt, Supervisor
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Iberville Parish School Board
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Jackson Parish*
Mrs. Clarice M. Brown, Supervisor
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Jefferson Parish***+ (West Bank)
Mr. James Ellis ***+ (East Bank)
Director (2 LC) (2 RL)
Adult Education
Jefferson Parish School Board
815 Huey P. Long Avenue
Gretna, Louisiana 70053
(504) 362-4778

Lafayette Parish***+ (2 RL) (2 LC)
Mr. Robert Arceneaux, Supervisor
Lafayette Vocational-Technical
and Adult Educational Center
18th Street
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(318) 232-3849

Lafourche Parish+
Mr. Nollie J. Arcement, Supervisor
Adult Education
Lafourche Parish
Post Office Box 879
Thibodaux, Louisiana 70301
(504) 446-5631

Lincoln Parish**+
Mr. David Wright, Supervisor
Adult Education
Lincoln Parish School Board
300 South Farmerville Street
Ruston, Louisiana 71270
(318) 255-1430

Livingston Parish***
Mr. Rogers Pope, Asst. Supt.
Livingston Parish School Board
Adult Education
P.O. Box 128
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(504) 686-7044

Madison Parish+
Mr. Donald Frazier, Supervisor
Adult Education
Madison Parish School Board
P.O. Box 1620
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(318) 574-3616

Morehouse Parish***
Ms. Barbara Mansfield, Supervisor
Adult Education
Morehouse Parish School Board
P.O. Box 872
Bastrop, Louisiana 71220
(318) 281-9962

Natchitoches Parish***+
Mrs. Mildred Johnson, Director
Adult Education
Natchitoches Parish School Board
P.O. Box 16
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Orleans Parish*** (3 RL) (2 LC)*
Mr. Charles Kilbert, Supervisor
Adult Education
Orleans Parish School Board
1815 St. Claude Avenue
New Orleans, Louisiana 70116
(504) 943-1120

Ouachita Parish***
Mr. Loy Hedgepeth, Director
Adult Education
Northeast Louisiana Learning Ctr.
501 South Grand Annex
Monroe, Louisiana 71201
(318) 325-7857

Plaquemines Parish
Dr. Harold Graham, Supervisor
Plaquemines Parish School Board
Post Office Box 70
Port Sulphur, Louisiana 70083
(504) 564-2743-2744

Pointe Coupee Parish**+
Mr. Robert Loupe, Supervisor
Adult Education
Pointe Coupee Parish School Board
P.O. Drawer 579
New Roads, Louisiana 70760
(504) 638-8674

Rapides Parish***
Mr. Walter Gatlin, Supervisor
Rapides Parish Skill Center
P.O. Box 1230
Alexandria, Louisiana 71301
(318) 487-0888

Red River Parish**+
Mrs. Lula Thomas, Supervisor
Adult Education
Red River Parish School Board
P.O. Box 350
Coushatta, Louisiana 71019
(318) 932-4081

Richland Parish**
Mr. Isam M. Berry, Supervisor
Adult Education
Richland Parish School Board
P.O. Box 599
Rayville, Louisiana 71269
(318) 728 -4573

* Orleans Parish Adult Learning Center and Hope House, Inc.

Sabine Parish**+
Ms. Roma Veuleman, Supervisor
Adult Education
Sabine Parish School Board
P.O. Box 1152
Many, Louisiana 71449
(318) 256-5663 (School)

St. Bernard Parish*** (2 RL)
Mr. Sidney Bellard, Supervisor
Adult Education
Chalmette High School
1100 E. Judge Perez Drive
Chalmette, Louisiana 70043
(504) 277-6123

St. Charles Parish*** (West Bank)
Mr. Leo Babin *** (East Bank)
Supervisor (2 LC) (2 RL)
Adult and Community Education
St. Charles Parish School Board
P.O. Box 46
Luling, Louisiana 70070
(504) 785-6289

St. John Parish+
Mr. Cleveland Farlough
Assistant Superintendent
Administration and Personnel
St. John Parish School Board
P.O. Drawer AL
Reserve, Louisiana 70084
(504) 536-1106

St. Landry Parish***+ (2 RL)
Mr. Andrew Dartez, Supervisor
Adult Education
St. Landry Parish School Board
P.O. Box 310
Opelousas, Louisiana 70570
(318) 948-3657

St. Martin Parish**+
Mr. Aaron Flegeance, Supervisor
Adult Education
St. Martin Parish School Board
P.O. Box 859
St. Martinville, Louisiana 70582
(318) 394-6261

St. Mary Parish*** (3 RL) (2 LC)
Mr. Francis Colletta, Supervisor
Adult Education
St. Mary Parish School Board
P.O. Drawer 580
Franklin, Louisiana 70538
(318) 836-9661

St. Tammany Parish***+ (3 RL)
Dr. Courtney A. Cheri (3 LC)
Supervisor
St. Tammany Parish School Board
Adult Education
P.O. Box 940
Covington, Louisiana 70433
(504) 892-2276

Tangipahoa Parish*
Mr. Jim Faust, Supervisor
Adult Education
407 West Hanson Avenue
Hammond, Louisiana 70401
(504) 345-0081

Tensas Parish***
Ms. Doris Pollard, Supervisor
Adult and Community Education
Tensas Parish School Board
P.O. Box 318
St. Joseph, Louisiana 71366
(318) 766-3269

Terrebonne Parish*** (3 RL)
Mr. Daniel Landry, Supervisor
Adult Education
Terrebonne Parish School Board
P.O. Box 5097
Houma, Louisiana 70361
(504) 876-7400
(2 Mini-Centers)

Union Parish+
Mr. Malvin Sistrunk, Supervisor
Adult Education
Union Parish School Board
P.O. Box 308
Farmerville, Louisiana 71241
(318) 368-3311

Vermilion Parish+
Mr. Charles Campbell, Director
Federal Programs
Vermilion Parish School Board
P.O. Box 520
Abbeville, Louisiana 70510
(318) 893-3974

Vernon Parish+
Mr. Ted Cabra, Supervisor
Adult Education
Vernon Parish School Board
201 Belview Road
Leesville, Louisiana 71446
(318) 537-4091

Washington Parish***
Mr. Fred Jackson, Supervisor
Adult Education
Washington Parish School Board
P.O. Box 587
Franklinton, Louisiana 70438
(504) 839-3436

Webster Parish***
Mr. Everette Doerge, Asst. Supt.
Webster Parish School Board
P.O. Box 520
Minden, Louisiana 71055
(318) 377-7052

West Baton Rouge Parish+
Mr. Alston Bynum, Supervisor
Adult and Community Education
West Baton Rouge Parish School Board
670 Rosedale Street
Port Allen, Louisiana 70767
(504) 343-8309

Winn Parish***
Mrs. Winnie L. Bennett, Supervisor
Adult Education
Winn Parish School Board
P.O. Box 430
Winnfield, Louisiana 71483
(318) 628-6936

Monroe City Schools**
Ms. Margaret Feazell, Supervisor
Adult Education
Monroe City Schools
P.O. Box 4180
Monroe, Louisiana 71211-4180
(318) 325-0601

Learning Centers - 43 (30 parishes)
Reading Labs - 65 (39 parishes)
Mini-Centers - 4 (1 parish)
Vo-Tech Centers - 26 (25 parishes)

Learning Centers

1986-87

PARISH	TOTAL ENROLLMENT	NO. RECOMMENDED FOR GED	NO. COMPLETED 8TH GRADE
Acadia	839	209	154
Ascension	582	198	63
Avoyelles	423	191	72
Beauregard	543	101	23
Bienville	310	146	7
Bossier	1,325	436	280
Calcasieu	1,180	243	168
Desoto	347	78	121
East Baton Rouge	3,895	927	143
East Carroll	253	38	29
Jackson	192	59	23
Jefferson	5,652	1,848	275
Lafayette	1,762	657	271

Learning Centers (Continued)

1986-87

PARISH	TOTAL ENROLLMENT	NO. RECOMMENDED FOR GED	NO. COMPLETED 8TH GRADE
Livingston	753	218	57
Morehouse	381	71	123
Natchitoches	845	218	179
New Orleans Hope House, Inc.	308	14	16
Orleans	2,929	329	240
Ouachita	1,026	230	80
Rapides	756	368	70
St. Bernard	774	243	84
St. Charles	330	139	79
St. Landry	940	256	176
St. Mary	754	212	74
St. Tammany	1,693	370	71
Tangipahoa	932	259	29
Tensas	267	30	18

Learning Centers (Continued)

1986-87

PARISH	TOTAL ENROLLMENT	NO. RECOMMENDED FOR GED	NO. COMPLETED 8TH GRADE
Terrebonne	871	159	70
Washington	331	80	26
Webster	270	72	17
Winn	220	91	46
Totals	31,683	8,490	3,084

Adult Education Classes in Cooperation with Vo-Tech Schools -- 1986-87

PARISH	SCHOOL	ENROLLMENT	NO. REC. FOR GED	NO. COMPL. 8TH GRADE
Allen	Oakdale Branch Vo-Tech School	100	20	2
Caddo	Shreveport-Bossier Vo-Tech Institute	1,346	446	397
Calcasieu	Sowela Technical Institute	98	33	47
Claiborne	Claiborne Vo-Tech School	82	17	8
Concordia	Concordia Parish Trade School	87	20	13
East Feliciana	Folkes Vo-Tech School	70	--	--
Franklin	Northeast Louisiana Vo-Tech School	84	37	--
Iberville	Westside Vo-Tech School	248	178	48
Jefferson	Jefferson Parish Vo-Tech School	406	219	44
Jefferson	West Jefferson Parish Vo-Tech School	204	63	3
Lafayette	Lafayette Regional Institute	432	204	107
Lafourche	Thibodaux Area Vo-Tech School	106	30	--
Lincoln	Ruston Branch Vo-Tech School	96	57	--

Adult Education Classes in Cooperation with Vo-Tech Schools -- 1986-87 (Continued)

PARISH	SCHOOL	ENROLLMENT	NO. REC. FOR GED	NO. COMPL. 8TH GRADE
Madison	Tallulah Branch Vo-Tech School	93	12	12
Natchitoches	Natchitoches-Central Area Vo-Tech School	91	19	50
Pointe Coupee	Memorial Area Vocational School	131	21	10
Red River	Coushatta Vo-Tech School	68	22	52
Sabine	Sabine Valley Vo-Tech School	144	33	74
St. John	River Parishes Vo-Tech School	37	8	2
St. Landry	T.H. Harris Vo-Tech School	335	71	152
St. Martin	The Evangeline Area Tri-Parish Vo-Tech School	109	43	16
St. Tammany	Slidell Vo-Tech School	394	89	16
Union	North Central Area Vo-Tech School	175	30	83
Vermilion	Gulf Area Vo-Tech School	315	39	201
Vernon	West Louisiana Vo-Tech School	534	161	57
West Baton Rouge	Portside Vo-Tech School	113	32	61
	Totals	5,898	1,904	1,455

APPENDIX I

PLAN AND REQUEST FOR AN ALLOCATION OF FUNDS ACT 274
DE 507 (REV. 01-82)

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF ACADEMIC PROGRAMS
BUREAU OF ADULT AND COMMUNITY EDUCATION
BATON ROUGE, LOUISIANA

Submit in Triplicate To:
State Director of Adult and Community Education
State Department of Education
Baton Rouge, Louisiana

Request is hereby made for an allocation of funds for a program of adult education in _____ parish (city) school system to be operated in conformity with the State Plan as approved by the State Board of Elementary and Secondary Education, under State Act 274 of 1975.

	NO. PERSONNEL	HRS. PER WEEK PER PERSON	NO. WEEKS PER PERSON	RATE OF PAY	ANNUAL SALARY PER PERSON	YEARS COST
1. Teacher's Salaries Full Time						$
2. Teacher's Salaries Part Time						$
3. Full Time Paraprofessional Salaries						$
4. Part Time Paraprofessional Salaries						$

5. Employer's Contribution to Retirement (Indicate Yearly Amount) _____ x _____ % $

6. Employer's Contribution to Social Security (Indicate Yearly Amount) _____ x _____ % $

*7. Teacher Travel	NO. PERSONNEL	DESTINATION		PURPOSE OF TRAVEL		$
*8. In Service Education	NO. WORKSHOPS	HRS. PER WORKSHOP	NO. PERSONNEL	RATE OF PAY	LOCATION AND TYPE OF TRAINING	$

EST. AMOUNT AND TYPE(S)

*9. Teaching Materials, Supplies $

*In accordance with teachers rate of pay as approved by the State Board of Elementary and Secondary Education in the State Plan.

Instructional Costs SUB-TOTAL $

	# PERSONNEL	%OF AE TIME	# MONTHS EMPLOYED	AMOUNT PAID PER MONTH	ANNUAL SALARY PER PERSON	YEARS COST
Full Time 10. Supervisors' Salaries						$
Part Time 11. Supervisors' Salaries						$
Full Time 12. Clerical Salaries						$
Part Time 13. Clerical Salaries						$

	NO. PERSONNEL	DESTINATION	PURPOSE OF TRAVEL	
*14. Supervisors' Travel				$

15. Employer's Contribution to Retirement (Indicate Yearly Amount) _____ x _____ % $

16. Employer's Contribution to Social Security (Indicate Yearly Amount) _____ x _____ $

*17. Utilities	Types of Facilities	No. of Rooms	Rate Per Room Per Month	No. of Months	$
*18. Janitorial Services	Types of Facilities	No. of Rooms	Rate Per Room Per Month	No. of Months	$

Materials, Equipment, Supplies *19. (Indicate Yearly Amount, If Any)	Estimated Amount and Type (s)	$

*20. Rental of Building and Rental of Equipment	Type of Building or Equipment	Rate	Location

21. Other (Specify)

Administrative Costs SUB-TOTAL $

TOTAL

DATE | SIGNATURE OF PARISH OR CITY SUPERINTENDENT

*Attach additional explanation, if necessary

State Office Approval

AMOUNT APPROVED | STATE DIRECTOR OF ADULT AND COMMUNITY EDUCATION | DATE

ASSISTANT SUPERINTENDENT FOR ACADEMIC PROGRAMS | ASSOCIATE SUPERINTENDENT FOR ADMINISTRATION

APPENDIX I

PLAN AND REQUEST FOR AN ALLOCATION OF FUNDS
ABE
DE 520 (R 10-78)

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF ACADEMIC PROGRAMS
BUREAU OF ADULT AND COMMUNITY EDUCATION
BATON ROUGE, LOUISIANA

Submit in Triplicate To:
State Director of Adult
and Community Education
State Department of Education
Baton Rouge, Louisiana

Request is hereby made for an allocation of funds for a program of adult basic education in _____ parish (city) school system to be operated in conformity with State Plan as approved by the State Board of Elementary and Secondary Education, under the Adult Education Act of 1966.

	NO. PERSONNEL	HRS. PER WEEK PER PERSON	NO. WEEKS PER PERSON	RATE OF PAY	ANNUAL SALARY PER PERSON	YEARS COST
1. Teacher's Salaries Full Time						$
2. Teacher's Salaries Part Time						$
3. Full Time Paraprofessional Salaries						$
4. Part Time Paraprofessional Salaries						$
5. Employer's Contribution to Retirement (Indicate Yearly Amount) _____ x _____ %						$
6. Employer's Contribution to Social Security (Indicate Yearly Amount) _____ x _____ %						$

	NO. PERSONNEL	DESTINATION		PURPOSE OF TRAVEL		
*7. Teacher Travel						$
	NO. WORKSHOPS	HRS. PER WORKSHOP	NO. PERSONNEL	RATE OF PAY	LOCATION AND TYPE OF TRAINING	
*8. In Service Education						$
	EST. AMOUNT AND TYPE(S)					
*9. Teaching Materials, Supplies						$

*In accordance with teachers rate of pay as approved by the State Board of Elementary and Secondary Education in the State Plan.

Instructional Costs SUB-TOTAL $

	# PERSONNEL	% OF AE TIME	# MONTHS EMPLOYED	AMOUNT PAID PER MONTH	ANNUAL SALARY PER PERSON	YEARS COST
Full Time 10. Supervisors' Salaries						$
Part Time 11. Supervisors' Salaries						$
Full Time 12. Clerical Salaries						$
Part Time 13. Clerical Salaries						$

	NO. PERSONNEL	DESTINATION	PURPOSE OF TRAVEL	
*14. Supervisors' Travel				$
15. Employer's Contribution to Retirement (Indicate Yearly Amount) _____ x _____ %				$
16. Employer's Contribution to Social Security (Indicate Yearly Amount) _____ x _____ %				$

	Types of Facilities	No. of Rooms	Rate Per Room Per Month	No. of Months	
*17. Utilities					$
	Types of Facilities	No. of Rooms	Rate Per Room Per Month	No. of Months	
*18. Janitorial Services					$

Materials, Equipment, Supplies *19. (Indicate Yearly Amount, If Any)	Estimated Amount and Type (s)	$

*20. Rental of Building and Rental of Equipment	Type of Building or Equipment	Rate	Location	
21. Other (Specify)	Indirect Cost _____ x _____ %			

Administrative Costs SUB-TOTAL $

TOTAL

DATE | SIGNATURE OF PARISH OR CITY SUPERINTENDENT

*Attach additional explanation, if necessary

State Office Approval

AMOUNT APPROVED | STATE DIRECTOR OF ADULT AND COMMUNITY EDUCATION | DATE

ASSISTANT SUPERINTENDENT FOR ACADEMIC PROGRAMS | ASSOCIATE SUPERINTENDENT FOR ADMINISTRATION

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LITERACY OUTREACH PROGRAMS AND CONTACT PERSON 1986-87

Catahoula Parish

Project Read
Mr. Casey Weeks, Director
Post Office Box 308
Jonesville, Louisiana 71343
(318) 339-7997

School Systems:
- Catahoula
- Concrodia
- LaSalle

DeSoto Parish

Extended Literacy Outreach
Mr. A. J. Williams, Jr., Supervisor
Post Office Box 975
Mansfield, Lousiana 71052
(318) 872-1198

East Carroll Parish

Expanded Rural Literacy
Outreach Program
Mrs. Martha B. Christon
Assistant Superintendent
Post Office Box 972
Lake Providence, Louisiana 71254
(318) 559-2222

East Feliciana Parish

Adult Education in State Hospitals
Mr. Quincy Hargis, Supervisor
Post Office Box 397
Clinton, Louisiana 70722
(504) 683-8293

* Public Assistance

Red River Parish

Literacy Outreach
Mrs. Lula Thomas, Supervisor
Post Office Box 350
Coushatta, Louisiana 71019
(318) 932-4081

St. Mary Parish

Operation Reach-Out
St. Mary and Terrrebonne Parishes
Mr. Russell J. Pierce
Literacy Coordinator of Instruction
St. Mary Parish School Board
Post Office Drawer 580
Franklin, Louisiana 70538
(318) 836-9661
(504) 851-1550

Tensas Parish

Literacy Outreach
Ms. Doris Pollard, Supervisor
Post Office Box 18
St. Joseph, Louisiana 71366
(318) 766-3269

*Baton Rouge Catholic Deaf Center
Sister Shirley Bodisch, Director
Baton Rouge Catholic Deaf Center
2585 Brightside Drive
Baton Rouge, Louisiana 70808
(504) 766-9320
766-9523

LITERACY OUTREACH PROGRAMS AND CONTACT PERSONS 1986-87

Central City Adult Education Program
Dr. Olympia Boucree, Director
Central City Adult Education Program
Greater St. Stephen Baptist Church
2226 Phillip Street
New Orleans, Louisiana 70113
(504) 899-7214
895-9173

Ambrose Hubbs Adult Education Program
Mr. Joseph Gould, Director
2107 South Claiborne
New Orleans, Louisiana 70125
(504) 528-9333

*Hope House
Sister Lillian Flavin, Instructor
Hope House
916 St. Andrew Street
New Orleans, Louisiana 70130
(504) 525-2561

*New Orleans Catholic Deaf Center
Ms. Heidi Reed, Director
New Orleans Catholic Deaf Center
721 St. Ferdinand Street
New Orleans, Louisiana 70111
(504) 949-4413

Operation AAE - A Literacy Project for Allen, Avoyelles, and Evangeline Parishes
Mr. William L. Hoffpauir
Literacy Coordinator
Evangeline Parish Media Center
607 Evangeline Drive
Ville Platte, Louisiana 70586
(318) 363-5501

School Systems:
- Allen
- Avoyelles
- Evangeline

*Operation Upgrade of Baton Rouge
Ms. Hattie Dotson-Handy, Director
Operation Upgrade of Baton Rouge
2928 College Drive
Baton Rouge, Louisiana 70808
(504) 926-3189
923-1814

*St. Paul Adult Learning Center
Sister Kathleen Bahlinger, Director
St. Paul Adult Learning Center
3920 Gus Young Avenue
Baton Rouge, Louisiana 70802
(504) 344-8590 (Center)
344-4884 (Home)

* Public Assistance

APPENDIX K

MONTHLY REPORT AND REQUEST FOR REIMBRSEMENT R.S. 17:14 & ABE

DE 506 (REV. 01-86)

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
OFFICE OF ACADEMIC PROGRAMS
ADULT AND COMMUNITY EDUCATION BUREAU
BATON ROUGE, LOUISIANA

Submit Five Copies To:
State Director of Adult and Community Education by 5th of Month Following Expenditure

PARISH OR CITY SCHOOL BOARD	DATE	MONTH OF

A. INSTRUCTIONAL COSTS			Amount Paid ABE	Amount Paid 17:14
1. Amount Paid Teacher And Other Instructional Personnel	(Total of Col. 18 & 19 Transferred From Back of this Sheet)			
2. Employer's Contribution To Retirement	_____ x _____ %			
3. Employer's Contribution To Social Security	_____ x _____ %			
4. Teacher Travel (When Required)				
5. In-Service Education				
6. Supplies, Books & Materials - Instructional Only (Invoices and Other Verification of Expenditure Must Be Attached)				
B. ADMINISTRATIVE COSTS				
7. Name of Supervisor, Guidance Personnel, Etc.	Travel	Salary		
8. Name of Clerical Personnel				
9. Employer's Contribution To Retirement	_____ x _____ %			
10. Employer's Contribution To Social Security	_____ x _____ %			
11. Utilities				
12. Janitorial Services (Verification To Be Kept In Parish Files)				
13. Equipment (Invoices And Other Verification Of Expenditure Must Be Attached)				
14. Supplies, Books & Materials (Invoices And Other Verification Of Expenditure Must Be Attached)				
15. Rental Of Buildings & Equipment				
16. Other (Specify)				
		TOTAL		

Total ABE Allocation		Total Expenditures Through This Report		ABE Balance	
Total R.S. 17:14 Allocation		Total Expenditures Through This Report		R.S. 17:14 Balance	

This certifies that the above named school board paid out the above amount for Adult Education during the month shown above. Reimbursement is hereby requested.

NOTARY PUBLIC

SIGNATURE OF SUPERINTENDENT

For State Use Only

Amount Approved ABE	Check No.	Amount Approved 17:14	Check No.	Date	State Director of Adult Education

ASST. SUPT., DIV. OF FINANCE

ASST. SUPT., DIV. OF COMMUNITY SERVICES

Name Of School (1)	Teacher (2)	Class No. (3)	List No. Hrs. Class Meets (4) M	T	W	T	F	No. Students In Attendance Last Month (5)	No. Enrollees This Month (6)	No. Discontinued In This Month (7)	Total No. Students In Att. This Month ① (8)	Total Student Att. (9)	Total Hours Taught By Teacher (10)	Average Attendance ② (11)	No. ABE Students In Att. This Month (12)	No. ASE Students In Att. This Month (13)	% of ABE Students ③ (14)	% of ASE Students ④ (15)	Rate of Pay (16)	Total Teacher Pay (17)	⑤ Amount Paid Teacher In Basic Program (18)	⑥ Amount Paid Teacher In ABE-ASE 17.14 Program (19)

Revised 11/85

LOCAL PROGRAM EVALUATION OF ADULT EDUCATION*

PARISH _____ DATE _____

I. PROGRAM DATA (Compute as of this date unless otherwise specified.)

Total Expenditures _____ Total Student Hours _____

Overall average cost per student hour of instruction _____
(Cost: Expenditures divided by student hours)

Average cost per student _____
(Expenditures divided by number of students enrolled)

Cumulative Enrollment _____ Current Enrollment _____

Projected Cumulative Enrollment for Fiscal Year _____

1. Recruiting:

a. Utilize teachers? Yes _____ No _____

b. Utilize aides? Yes _____ No _____

c. Utilize other? Yes _____ No _____

d. Check or list cooperative agencies:

_____ JTPA
_____ Social Security
_____ Family Services/Welfare
_____ Institutions of Higher Learning/Community Colleges, etc.
_____ Hospital and Mental Health Units
_____ Vocational-Technical Schools
_____ Program for the Elderly
_____ Indian Affairs
_____ Local government - parish and/or municipal
_____ Anti-poverty programs
_____ Corrections
_____ Special Categories Programs:
Rehabilitation, Veterans, Drivers Safety,
Immigrant, Homebound, Indo-Chinese
_____ Other: _____

*Fill all blank spaces! This information is necessary to justify your program operation, provide information to Louisiana Legislators, the State Board of Elementary and Secondary Education, the general public, and the United States Department of Education.

*All questions should be answered relevant to the current operating year.

e. Business and Industry? Yes _____ No _____
If yes, list them:

_____

_____

f. News Media? Yes _____ No _____

TV _____ Radio _____ Newspaper _____ Billboard _____

Other (List them):

_____

_____

g. Civic clubs and organizations? Yes _____ No _____
If yes, list them:

_____

_____

h. House to house recruiting? Yes _____ No _____

i. Telephone recruiting? Yes _____ No _____

j. Churches? Yes _____ No _____

2. Please describe briefly the activities involved in the planning, implementation and/or development of cooperative efforts with local agencies as indicated above.

II. AUDIT REQUIREMENTS

1. Administrators, Directors, Supervisors or Coordinators

a. If the administrator, director, supervisor or coordinator at the local level is being paid any part of his regular salary from adult education funds, is there a written agreement on file in the local school board office stating the total salary and percentage of time spent supervising adult education classes stated in agreement?

Yes _____ No _____ N/A _____

b. If paid in addition to regular salary, what is the basis for payment and are additional hours worked documented? _____

_____

2. Clerical

a. Is justification for clerical salaries in the form of an agreement as stated under administrators, directors, supervisors, coordinators in Section I above?

Yes _____ No _____

b. If paid in addition to regular salary, what is basis for payment and are additional hours worked documented? _____

_____

3. Pre-service and In-service Education and Recruitment

a. Is justification for paying teachers to attend pre-service and in-service workshops in the form of a letter from superintendent/ supervisor requesting their attendance at such meetings, stating the rate of pay on file in office in LEA?

*Yes _____ No _____ N/A _____
*If yes, DE-506 and/or 508 may be used to justify expenditure.

b. Is justification for funds used for recruitment in the form of an agreement between the LEA and persons doing recruiting on file in office of LEA?

Yes _____ No _____ N/A _____

4. Supplies, Materials, and Equipment

a. Are all supply, material, and equipment purchases with an item cost factor of $100 or more accompanied with invoice backup when reported to State Director of Adult Education?

Yes _____ No _____ N/A _____

b. Is DE-518 on file in the state or local office?

Yes _____ No _____ N/A _____

5. Are current inventories maintained and filed on all materials and supplies? (Use purchase order in purchasing all teaching materials and supplies.)

Yes _____ No _____ N/A _____

6. Utilities

Is justification in form of estimates of cost per classroom on file in office of LEA?

Yes _____ No _____ N/A _____

7. Rental

Is there a written agreement between LEA and the owner, stating the agreed length of time item/or building is to be rented, and price?

Yes _____ No _____ N/A _____

8. Travel

Is justification for travel expenses kept at local level?

Yes _____ No _____ N/A _____

9. Janitorial Services

Is justification and pay scale for janitorial services filed in office of LEA?

Yes _____ No _____ N/A _____

10. Is indirect cost utilized in program?

Yes _____ No _____ N/A _____

III. INSTRUCTIONAL PERSONNEL

1. ABE Teachers (0-8.9) *Full-time___Part-time___Total___

R.S. 17:14 Teachers (9.0-13.0) *Full-time___Part-time___Total___

Combination ABE-R.S. 17:14 Teachers *Full-time___Part-time___Total___

Grand Total _____

*How many hours per week _____
Contracted _____ Hourly _____

*Full-time personnel only.

2. Number of certified teachers** _____

   Number of teachers certified in adult education:

   Full-time _____ Part-time _____

3. ABE Paraprofessionals *Full-time___Part-time___Total___

   R.S. 17:14 Paraprofessionals *Full-time___Part-time___Total___

   Combination ABE-R.S. 17:14 Paraprofessionals *Full-time___Part-time___Total___

   Grand Total _____

   *How many hours per week _____
   Contracted _____ Hourly _____

4. Number retired teachers: Full-time___Part-time___Total___

5. Number of instructional personnel who attended adult education institutes or completed adult education courses at the college/university level: _____

6. Number of instructional personnel who attended adult education conferences or meetings: _____ (LAPCAE Convention, etc.)

7. Number of instructional personnel who attended local adult education workshops: _____

8. Number of instructional personnel who belong to professional Adult Education Associations: LAPCAE _____ AAACE _____

9. Number of instructional personnel who are practicing individualized instruction: _____

10. Number of instructional personnel using individualized program (prescription) sheets: _____ (Please attach sample copies.)

11. Number of instructional personnel using diagnostic profile sheets: _____

12. Number of teachers retained from previous year: _____
    Number discontinued: _____

13. Do you have five-year permanent records on file? Yes _____ No _____

    Comments:

*Full-time personnel only.
**All teachers must be certified according to the State Plan.

14. How do you evaluate your teachers and/or paraprofessionals?

    a. On-site visitation _____ d. Individual conferences _____

    b. Instruments _____ e. Other _____

    c. Is documentation on file? Yes _____ No _____

IV. ADMINISTRATORS

1. Please give below the following information for all adult education administrative personnel: Name; title; whether full-time or part-time; salary per month from adult education funds; and number of months paid. List all administrators, directors, supervisors, and coordinators, even when not paid from adult education funds.

Name	Title	Full-time	Part-time	Salary (Monthly)	No. of months

2. Classes are visited: daily _____ once a week _____ none _____ other _____
   By: Director _____ Supervisor _____ Coordinator _____

3. Did your administrator(s), director(s), supervisor(s), coordinator(s) attend the State Supervisor's Meeting for Adult Education?

   Yes _____ No _____ How Many? _____

4. Did your administrator(s) and staff conduct local workshops?

   Yes _____ No _____ How Many? _____

V. ALL OTHER NON-INSTRUCTIONAL PERSONNEL EMPLOYED PART-TIME OR FULL-TIME AND PAID OUT OF ADULT EDUCATION FUNDS

Number counselors Full-time ____ Part-time ____ Total ____

Number janitors (not included in indirect cost) Full-time ____ Part-time ____ Total ____

Number of other non-instructional personnel Full-time ____ Part-time ____ Total ____

VI. LOCATION OF CLASSES

1. Number of classes in:

	Number
a. Elementary/Junior School	_____
b. Secondary School	_____
c. Vocational School	_____
d. Learning Center	_____
e. Correctional Institute	_____
f. Hospital	_____
g. Work Site	_____
h. Homes or Homebased	_____
i. Other (Specify)	

_____

_____

Expense:

a. Rent: Yes ____ No ____ Amount per week/month (annually) ____

b. Utilities: Yes ____ No ____ Amount per week/month (annually) ____

c. Janitorial: Yes ____ No ____ Amount per week/month (annually) ____

2. Are any of these facilities in unfavorable condition or in an unfavorable location?

Yes _____ No _____ If yes, explain: _____

_____

3. Types of Facilities:

	Number	Hours /Day	Days /Week	Total	Number of Months
a. Mini-center w/reading labs	_____	_____	_____	_____	_____
b. Mini-centers w/out labs	_____	_____	_____	_____	_____
c. Learning centers with reading labs	_____	_____	_____	_____	_____
d. Learning centers w/out labs	_____	_____	_____	_____	_____

	Number	Hours /Day	Days /Week	Total	Number of Months
e. Churches					
f. Hospitals					
g. Jails					
h. Other (List)					
i. Regular public school buildings					

VII. BREAKDOWN OF CLASSES

1. ABE (0-8.9) Full-time _____ Part-time _____
2. Secondary Classes, R.S. 17:14 (9.0-13.0) Full-time _____ Part-time _____
3. Combination ABE-R.S. 17:14 Classes Full-time _____ Part-time _____

Total _____

4. Do you have a waiting list? Yes ____ No ____ If so, how many on list? _____
5. Number of classes closed because of lack of funds? ABE ____ R.S. 17:14 ____

Combination ABE-R.S. 17:14_____ Total_____

6. Number of students involved? ABE _____ R.S. 17:14 _____

Combination ABE-R.S. 17:14 _____ Total _____

VIII. ADDITIONAL INFORMATION

Did you participate in Adult and Community Education Week? Yes _____ No _____

If yes, what activities were implemented? _____

_____

Do you hold graduation exercises? Yes _____ No _____ If yes, when? _____

Do you use volunteers in your program? Yes _____ No _____ How many? _____

IX. LOCAL PROGRAM OBJECTIVES

Rate your local program objectives:

Excellent _____ Good _____ Average _____ Poor _____

Attach a brief list of program objectives for the current year.

X. CLASS VISITATION BY STATE SUPERVISOR

Do you have class visitation by state supervisor(s)? Yes _____ No _____

A. Name of teacher _____

1. Number of students enrolled in class _____ Those present today _____

   Number completed their goal _____ Number graduated G.E.D. _____

2. Average age: Young _____ Middle-aged _____ Elderly _____

3. Number of illiterates enrolled in class _____

4. Number of functional illiterates enrolled in class _____

5. Motivating practices are:

   Excellent _____ Good _____ Average _____ Poor _____

B. Name of teacher _____

1. Number of students enrolled in class _____ Those present today _____

   Number completed their goal _____ Number graduated G.E.D. _____

2. Average age: Young _____ Middle-aged _____ Elderly _____

3. Number of illiterates enrolled in class _____

4. Number of functional illiterates enrolled in class _____

5. Motivating practices are:

   Excellent _____ Good _____ Average _____ Poor _____

C. Name of teacher _____

1. Number of students enrolled in class _____ Those present today _____

   Number completed their goal _____ Number graduated G.E.D. _____

2. Average age: Young _____ Middle-aged _____ Elderly _____

3. Number of illiterates enrolled in class _____

4. Number of functional illiterates enrolled in class _____

5. Motivating practices are:

   Excellent _____ Good _____ Average _____ Poor _____

D. Recommendations or comments, if any, may be made below.

TEACHER'S MONTHLY
PAYROLL REPORT TO
PARISH SUPERINTENDENT
R.S. 17:14
(ACT 274 of 1975 AS AMENDED)

DE-508 (REV. 2-82)

TECHNICAL ASSISTANCE

APPENDIX M

SUBMIT TWO COPIES TO PARISH (CITY) OFFICE NO LATER THAN THE FIRST OF EACH MONTH

PARISH	SCHOOL	MONTH
NAME OF TEACHER	ADDRESS	HOURS SCHEDULED FROM ____ P.M. TO ____ P.M.

INSTRUCTIONS TO TEACHER

1. Enter number of hours present in appropriate square
2. Denote absence by leaving blank
3. Denote drop out (discontinuation) by "D" next to last date of attendance. LIST REASONS ON REVERSE SIDE
4. Denote transferee by "T" next to last date of attendance and name of teacher of class to which student was transferred
5. Denote by "E" on date of entry students whose entrance in the present fiscal year is during the month covered by this report
6. Denote high school graduates by "G" next to the last date of attendance
7. Grade level is determined by standardized achievement test
8. FILL IN ALL INFORMATION REQUIRED AT TOP AND BOTTOM OF REPORT

DATE OF MONTH / NAME OF STUDENTS	GRADE LEVEL	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	STU. HRS. ATD.
1																											
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
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12																											
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14																											
15																											
16																											
17																											
18																											
19																											
20																											

NUMBER OF STUDENTS ENTERING DURING THIS MONTH BY GRADE LEVEL — TOTAL STUDENT HOURS

NO. R.S. 17:14 STUDENTS IN ATTENDANCE LAST MONTH	LEVEL (0-4)	LEVEL (5-8)	LEVEL (9-12)	TOTAL NEW	NO. DISCONTINUED IN R.S. 17:14 THIS MONTH	NO. R.S. 17:14 STUDENTS IN ATTENDANCE THIS MONTH

Number of Students Discontinued During This Month Due To ENTER NUMBER IN APPROPRIATE COL. a b c	COMPLETING HIGH SCHOOL 8-3 OR ABOVE a.	FOR EMPLOYMENT b.	FOR OTHER REASONS c. List Reasons on Reverse Side	TOTAL DISCONTINUATION

Average Attendance (DIVIDE TOTAL STUDENT HOURS BY TOTAL TEACHING HOURS FOR MONTH)	SIGNATURE OF TEACHERS	TEACHING HOURS	RATE OF PAY	SALARY
NO. STUDENTS TRANSFERRED TO ANOTHER CLASS				
NO. STUDENTS TRANSFERRED FROM ANOTHER CLASS				
NO. STUDENTS ON WAITING LIST	TOTAL TEACHING HOURS AND SALARY		XXX	

The Louisiana Department of Education provides this example as **Technical Assistance.** P.L. 9L91-230 Sec. 306(b)(6) requires fiscal control & funds accounting procedures for payments to LEAs; however, the use of this form is **not mandated.**

REASONS FOR SEPARATION (Give the number of separations)

	Progs.	No.		Progs.	No.
1. To take a job (Unemployed when entered program)	ABE		8. Because of child care problems	ABE	
	17:14			17:14	
2. To take a better job (Employed when entered program)	ABE		9. Because of family problems	ABE	
	17:14			17:14	
3. To enter another training program	ABE		10. Because of time class/program is scheduled	ABE	
	17:14			17:14	
4. Met personal objective	ABE		11. For other known reasons (Specify)	ABE	
	17:14			17:14	
5. For lack of interest	ABE		12. For unknown reasons	ABE	
	17:14			17:14	
6. Because of health problems	ABE		13. Total	ABE	
	17:14				
7. Because of transportation	ABE			17:14	
	17:14				

STATE ADULT EDUCATION PROGRAM IMPACT DATA

PERSONS WHO-	Progs.	No.	PERSONS WHO-	Progs.	No.
1. Are enrolled in an urban Adult Basic and Secondary Education Program (Community pop. over 100,000)	ABE		13. Enrolled in other education/training program (Employee development, community college, junior college, four-year college, business or technical institute, correspondence or other Federal or State programs.)	ABE	
	17:14				
2. Are enrolled in a rural Adult Basic and Secondary Education Program (Community pop. under 2,500)	ABE			17:14	
	17:14				
3. Are on waiting list to enter program	ABE		14. Are enrolled in program who are employed	ABE	
	17:14			17:14	
4. Completed eighth grade (9.0 or above)	ABE		15. Are enrolled in program who are unemployed	ABE	
	17:14			17:14	
5. Enrolled in Adult Secondary Education after completing Adult Basic Education	ABE		16. Are enrolled in program who are receiving public assistance.	ABE	
	17:14			17:14	
6. Recommended for the General Educational Development test	ABE		17. Were removed from the public assistance rolls in program	ABE	
	17:14			17:14	
7. Passed the GED	ABE		18. Obtained jobs as a result of experience gained in program	ABE	
	17:14			17:14	
8. Registered to vote for the first time	ABE		19. Changed to or were upgraded to a better job as a result of experience in program	ABE	
	17:14			17:14	
9. Received U. S. citizenship	ABE		20. Enrolled in Adult Education Programs established for local Manpower Programs	ABE	
	17:14			17:14	
10. Received driver's license	ABE		21. Are enrolled in Adult Secondary Education Programs established for institutionalized persons	ABE	
	17:14			17:14	
11. Received training in completing income tax forms	ABE		22. Are enrolled in programs for persons of limited English-speaking ability	ABE	
	17:14			17:14	
12. Are enrolled in Adult Education Programs established for senior citizens	ABE		23. Learned to read or write for the first time	ABE	
	17:14			17:14	

TECHNICAL ASSISTANCE

APPENDIX M

TEACHER'S MONTHLY PAYROLL REPORT TO PARISH SUPERINTENDENT ABE

DE 508-B (R 9-79)

SUBMIT TWO COPIES TO PARISH (CITY) OFFICE NO LATER THAN FIRST OF EACH MONTH.

PARISH	SCHOOL	MONTH
NAME OF TEACHER	ADDRESS	HOURS SCHEDULED FROM ____ PM TO ____ PM

INSTRUCTIONS TO TEACHER

1 Enter number of hours present in appropriate square
2 Denote absence by leaving blank
3 Denote drop out (discontinuation) by "D" next to last date of attendance LIST REASONS ON REVERSE SIDE
4 Denote transferee by "T" next to last date of attendance and name of teacher of class to which student was transferred
5 Denote by "E" on date of entry students whose entrance in the present fiscal year is during the month covered by this report
6 Denote high school graduates by "G" next to the last date of attendance
7 Grade level is determined by standardized achievement test
8 FILL IN ALL INFORMATION REQUIRED AT TOP AND BOTTOM OF REPORT

DATE OF MONTH / NAME OF STUDENTS	GRADE LEVEL	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	STU HRS ATD
1																											
2																											
3																											
4																											
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15																											
16																											
17																											
18																											

NUMBER OF STUDENTS ENTERING DURING THIS MONTH BY GRADE LEVEL — TOTAL STUDENT HOURS

NO. ABE STUDENTS IN ATTENDANCE LAST MONTH	LEVEL (0-4)	LEVEL (5-8)	LEVEL (9-12)	TOTAL NEW	NO. DISCONTINUED IN ABE THIS MONTH	NO. ABE STUDENTS IN ATTENDANCE THIS MONTH

Number of Students Discontinued During This Month Due To ENTER NUMBER IN APPROPRIATE COL a b c	COMPLETING EIGHTH GRADE 9.0 OR ABOVE a ____	JOB EMPLOYMENT b ____	FOR OTHER REASONS c ____ List Reasons on Reverse Side	TOTAL DISCONTINUATION ____

Average Attendance— (DIVIDE TOTAL STUDENT HOURS BY TOTAL TEACHING HOURS FOR MONTH)

NO. STUDENTS TRANSFERRED TO ANOTHER CLASS

NO. STUDENTS TRANSFERRED FROM ANOTHER CLASS

NO. STUDENTS ON WAITING LIST

SIGNATURE OF TEACHERS	TEACHING HOURS	RATE OF PAY	SALARY
TOTAL TEACHING HOURS AND SALARY		XXX	

The Louisiana Department of Education provides this example as **Technical Assistance.** P.L. 9L91-230 Sec. 306(b)(6) requires **fiscal control & funds accounting procedures for payments to LEAs; however, the use of this form is not mandated.**

REASONS FOR SEPARATION (Give the number of separations)

	Progs.	No.		Progs.	No.
1. To take a job (Unemployed when entered program)	ABE		8. Because of child care problems	ABE	
	17:14			17:14	
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	17:14			17:14	
3. To enter another training program	ABE		10. Because of time class/program is scheduled	ABE	
	17:14			17:14	
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	17:14			17:14	
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	17:14			17:14	
6. Because of health problems	ABE		13. Total	ABE	
	17:14			17:14	
7. Because of transportation	ABE				
	17:14				

STATE ADULT EDUCATION PROGRAM IMPACT DATA

PERSONS WHO-	Progs.	No.	PERSONS WHO-	Progs.	No.
1. Are enrolled in an urban Adult Basic and Secondary Education Program (Community pop. over 100,000)	ABE		13. Enrolled in other education/training program (Employee development, community college, junior college, four-year college, business or technical institute, correspondence or other Federal or State programs.)	ABE	
	17:14			17:14	
2. Are enrolled in a rural Adult Basic and Secondary Education Program (Community pop. under 2,500)	ABE				
	17:14				
3. Are on waiting list to enter program	ABE		14. Are enrolled in program who are employed	ABE	
	17:14			17:14	
4. Completed eighth grade (9.0 or above)	ABE		15. Are enrolled in program who are unemployed	ABE	
	17:14			17:14	
5. Enrolled in Adult Secondary Education after completing Adult Basic Education	ABE		16. Are enrolled in program who are receiving public assistance.	ABE	
	17:14			17:14	
6. Recommended for the General Educational Development test	ABE		17. Were removed from the public assistance rolls in program	ABE	
	17:14			17:14	
7. Passed the GED	ABE		18. Obtained jobs as a result of experience gained in program	ABE	
	17:14			17:14	
8. Registered to vote for the first time	ABE		19. Changed to or were upgraded to a better job as a result of experience in program	ABE	
	17:14			17:14	
9. Received U. S. citizenship	ABE		20. Enrolled in Adult Education Programs established for local Manpower Programs	ABE	
	17:14			17:14	
10. Received driver's license	ABE		21. Are enrolled in Adult Secondary Education Programs established for institutionalized persons	ABE	
	17:14			17:14	
11. Received training in completing income tax forms	ABE		22. Are enrolled in programs for persons of limited English-speaking ability	ABE	
	17:14			17:14	
12. Are enrolled in Adult Education Programs established for senior citizens	ABE		23. Learned to read or write for the first time	ABE	
	17:14			17:14	

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

May 27, 1987

TO: Adult Education Supervisors

FROM: Glenn Gossett, Bureau Director
Adult and Community Education

SUBJECT: Meeting - June 4, 1987

There will be meeting of adult education supervisors from 10:30 a.m. until 12:00 noon at the Inter-Continental Motel, 444 St. Charles, New Orleans, Louisiana (504) 525-5566, on Thursday, June 4, 1987.

This meeting is in conjunction with the annual LAPCAE meeting being held at that time.

Look forward to seeing you in New Orleans.

GG:jf

ADULT EDUCATION ADVISORY COUNCIL

NAME	ADDRESS/TELEPHONE	SPONSOR	AFFILIATION	RATIFIED BY BOARD
Arceneaux, Robert	Lafayette Parish School Board P.O. Drawer 2158 Lafayette, LA 70501 (318) 236-6800	Bertrand	Supervisor, Adult Education	9/23/82
Berard, Stanley P.	P.O. Box 46 Luling, 70070 (504) 387-6289	Pellegrin	Supt. St. Charles Parish School Board	2/28/85
Cheri, Courtney, Dr.	St. Tammany Parish School Board P.O. Box 940 Covington, LA 70433 (504) 892-2276	Landry	Director, Adult Education, St. Tammany	8/26/82
Duell, Paul	2924 Juban Avenue Baton Rouge, 70805 (504) 357-1900	Bankston		8/22/85
Kilbert, Charles J.	1815 St. Claude Ave. New Orleans 70117 (504) 943-1120	Johnson	Supervisor, Adult & Community Education Orleans Parish	8/22/85
Schilling, Ted, Dr.	Adult Learning Center c/o Baker High School 3200 Groom Road Baker 70714 (504) 775-8159	Fourrier	Supervisor, Adult	7/22/76

ADULT EDUCATION ADVISORY COUNCIL

NAME	ADDRESS/TELEPHONE	SPONSOR	AFFILIATION	RATIFIED BY BOARD
Simon, Julia G., Mrs.	204 Plano Shreveport 71103 (318) 222-5419	Harrison		6/28/84
Stockard, James W., Dr.	Caddo Parish School Board P.O. Box 37000 Shreveport 71130-2000 (318) 636-0210	Hamel	Director of Elementary and Adult Education Caddo Parish	8/25/83
Upshaw, Martha, Dr.	Northeast La. University 700 University Avenue Monroe 71209	Snellings	Director of Continuing Education Northeast La. University	12/16/82
Walker, Betty Utley	609 Vocational Parkway West Monroe 71291 (318) 396-7431	Henry	Supervisor, Delta-Ouachita Vo-Tech	5/23/85

PARTICIPATORY PLANNING TASK FORCE

Robert Arceneaux
Adult Education Center
18th Street
Lafayette, Louisiana 70501

Theresa Alexander
Evangeline Vo-Tech School
Post Office Box 68
St. Martinville, Louisiana 70582

Gary Aspiazu
2304 Kansas Avenue
Kenner, Louisiana 70062

Leo Babin
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Luling, Louisiana 70070

Hydria Baptiste
Louisiana Association of
Community Action Agencies
7360 Tom Drive
Baton Rouge, Louisiana 70806

Alfred Bell, Director
Westside Vocational Technical School
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Plaquemine, Louisiana 70764-0733

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Baton Rouge, Louisiana 70805

Lynne Blackledge
Office of Hospitals
200 Lafayette Street
Baton Rouge, Louisiana 70804

Dorothy Britten
3405 Madison Avenue
Baton Rouge, Louisiana 70802

Kathy Brown
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Houma, Louisiana 70360

Carolyn Burton
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Denham Springs, Louisiana 70727

Ted Cabra, Supervisor
Adult Education
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Leesville, Louisiana 71446

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Oakdale, Louisiana 71463

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Adult Education
St. Mary Parish School Board
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Franklin, Louisiana 70538

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Suite D
Metairie, Louisiana 70002

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1815 St. Claude Avenue
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Robert W. Dupre
Employment Service Director
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Sherrie Dunbar, Program Director
Displaced Homemaker Programs
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Jimmy Ellis
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Jim Faust
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Orleans Parish School Board
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New Orleans, Louisiana 70116

Connie Goodly
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New Orleans, Louisiana 70127

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Louisiana Coalition for Literacy
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Anna Greta Hojdal
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Donna Irvin
Executive Secretary
to the Governor
Post Office Box 94004
Baton Rouge, Louisiana 70804

Larry Jones, Education Specialist
U.S. Army Recruiting Battalion
400 Dauphine Street Bldg. 602-2C
New Orleans, Louisiana 70146-1639

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LAPCAE
1815 St. Claude Avenue
New Orleans, Louisiana 70116

Clay LeBlanc
Route 2, Box NIA
Napoleonville, Louisiana 70390

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Post Office Box 310
Opelousas, Louisiana 70570

Flora Magee
Post Office Box 561
Lake Providence, Louisiana 71254

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Riley McDaniel
Director of Operations for JTPA
Louisiana Department of Labor
5360 Florida Boulevard
Baton Rouge, Louisiana 70806

John Nipper
Department of Correction
654 Main Street
Baton Rouge, Louisiana 70804

Precious Pack
1514 Louisiana Avenue
Port Allen, Louisiana 70767

Emogene Pliner
Vice-President of Research
Public Affairs Research Council
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Kay Richey
4528 Bennington
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Dr. Ted Schilling
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Gordain A. Sibille, Principal
Carencro Catholic Elementary School
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Carencro, Louisiana 70520

Gloria Spooner
Institutional Library Consultant
Louisiana State Library
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Kenny Swensen
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Baton Rouge, Louisiana 70808

E. Buddy Thompson
Alpha Building
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Dr. Martha Upshaw
Director of Continuing Education
Northeast Louisiana University
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Monroe, Louisiana 71209

Dr. George Varino
Valley Park Continuing Education
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Baton Rouge, Louisiana 70808

Walter Wright
1906 Stephen Girard
New Orleans, Louisiana 70122

Andryetta W. Yarbrough
Post Office Box 3776
Baton Rouge, Louisiana 70821

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

May 4, 1987

TO: Members of the Participatory Planning Task Force and the Adult Education Advisory Council

FROM: Glenn Gossett, Director
Bureau of Adult and Community Education

SUBJECT: Statistics of Louisiana Adult Education Programs, Bulletin No. 1797

Enclosed is a copy of our Statistics of Louisiana Adult Education Programs, Bulletin 1797.

We will be happy to provide you with any additional information.

GG:jf

Enclosure

"An Equal Opportunity Employer"

STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
POST OFFICE BOX 94064, CAPITOL STATION, BATON ROUGE, LA 70804-9064

BOARD MEMBERS	ADDRESS	TELEPHONE
Mr. Jesse H. Bankston 6th Congressional District	2431 South Acadian Thruway Suite 620 Baton Rouge, LA 70808	(504) 928-6828 (o)
Dr. John A. Bertrand 7th Congressional District	1505 North Avenue "D" Crowley, LA 70526	(318) 783-7585 (h)
Brother Felician Fourrier, S.C. Member-at-large	855 Hearthstone Drive Baton Rouge, LA 70806	(504 383-7117 (h)
Mr. Milton Hamel 4th Congressional District President	3232 East 7th Street Shreveport, LA 71105	(318) 869-3566 (o) 861-4608 (h)
Ms. Gloria Harrison Member-at-large	Post Office Box 6021 Shreveport, LA 71106	(318) 222-5550 (o)
Ms. Martha S. Henry Member-at large	2801 Bramble Drive Monroe, LA 71201	(318) 325-8531
Mr. Keith Johnson 2nd Congressional District	2416 St. Maurice Avenue New Orleans, LA 70117	(504) 277-1977 (h) 586-5013 (o)
Reverend Lionel Johnson 8th Congressional District	Post Office Drawer 231 Plaquemine, LA 70764	(504) 387-8100 (h) 642-5284 (o)
Dr. Claire R. Landry 1st Congressional District Vice-President	Post Office Box 403 Arabi, LA 70032	(504) 271-2098 (h)
Mr. Jack Pellegrin 3rd Congressional District	Post Office Box 1124 Houma, LA 70361	(504) 446-0837 (o) 872-9722 (h)
Mrs. Marie Louise Snellings 5th Congressional District Secretary-Treasurer	101 Country Club Road Monroe, LA 71201	(318) 323-3226 (h)

BOARD STAFF		
James Meza, Jr. Ed.D.	Executive Director	342-5840
Ms. Em Tampke	Vo-Tech Specialist	342-5847
Mr. Graig Luscombe	Finance Specialist	342-5846
Mrs. Lois Michelli	Education Administrator	342-5849
Ms. Mary Summers	JTPA Coordinator	342-5061
Mr. Leonard Hayes	Special Education Spec.	342-8726
Mrs. Mary L. Peabody	Consultant 8(g)	342-8727
Ms. Eileen Russell	Board Recorder	342-5841
Ms. Jeannie Hall	Admini. Serv. Asst./Sec.	342-5842
Ms. Lurilene Washington	Administrative Secretary	342-5848
Mrs. Carrie Barbin	Stenographer Clerk III	342-8728
Miss Tina Marshall	Work Processor I	342-8728

Agenda Item 48 — On motion of Ms. Henry, seconded by Mr. Pellegrin, the Board granted the parish and city school systems permission to allow the expenditure of 25% of state library funds for acquisition of audio-visual and computer software equipment. (Schedule 41)

Agenda Item 9 — BOARD ADVISORY COUNCIL REPORTS

Item 9-A — Teacher Certification Appeal Council (Schedule 42)

On motion of Mr. Pellegrin, seconded by Ms. Henry, the Board approved the recommendations of the Teacher Certification Appeals Council.

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Item 9-B — Special Education Advisory Council (Schedule 43)

9-B-1 — On motion of Mr. Pellegrin, seconded by Ms. Henry, the Board requested that members of the Special Education Advisory Council receive the agenda with all attachments a minimum of two weeks prior to this meeting.

9-B-2 — On motion of Mr. Pellegrin, seconded by Ms. Snellings, the Board requested that copies of the minutes of the Special Education Advisory Council be mailed to the Council members within five working days after their meeting.

On motion of Mr. Pellegrin, seconded by Mr. Johnson, the Board received the minutes of the Special Education Advisory Council.

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Item 9-C — Parish Superintendents Advisory Council (Schedule 44)

On motion of Mr. Pellegrin, seconded by Ms. Henry, the Board received the minutes of the Parish Superintendents' Advisory Council.

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Item 9-D — Adult Education Advisory Council (Schedule 45)

Dr. Meza read the following motion of the Adult Education Advisory Council:

> "On motion of Dr. Cheri, seconded by Mr. Duell, Mr. Charles Kilbert and Mr. Robert Arceneaux were elected by acclamation to serve as Chairman and Vice-Chairman respectively".

APPENDIX N

On motion of Mr. Pellegrin, seconded by Ms. Snellings, the Board received and approved the minutes of the Adult Education Advisory Council.

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Agenda Item 10 — BOARD ADVISORY COUNCIL APPOINTMENTS

There were no advisory council appointments this month.

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Agenda Item 11 — Receive and/or refer:

Item 11-A — On motion of Ms. Henry, seconded by Mr. Hamel, the Board referred to Due Process Committee: Request from Ms. Dulcie Pratt requesting a time extension to earn six semester hours to establish eligibility for re-employment as a school psychologist under Circular 665. (Schedule 46)

- - --

Item 11-B — On motion of Ms. Henry, seconded by Mr. Hamel, the Board referred to Due Process Committee: Request from Diocese of Alexandria-Shreveport for acceptance of correspondence courses earned by Ms. Renee Mayeux for renewal of a temporary teaching certificate. (Schedule 47)

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Item 11-C — On motion of Ms. Henry, seconded by Mr. Hamel, the Board referred to Due Process Committee: Request from Saint Monica School, New Orleans, to employ Mrs. Karen Johnson for the 1986-87 school year. (Schedule 48)

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Item 11-D — On motion of Ms. Henry, seconded by Mr. Hamel, the Board referred to Due Process Committee: Request from St. Landry Parish to employ Russell Lemelle as child welfare and attendance officer for a two-year period until he earns the required hours for certification for this classification. (Schedule 49)

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Item 11-E — On motion of Ms. Henry, seconded by Mr. Hamel, the Board referred to Due Process Committee: Request from Grambling State University to waive the kindergarten entry age for Alma J. Brown Elementary Laboratory School. (Schedule 50)

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Item 11-F — This item was deleted.

Item 8-C Adult Education Committee (Schedule 7)

8-C-1 On motion of Mr. Bankston, seconded by Br. Fourrier, the Board approved funding for the Adult Education Special Projects and Teacher Training Proposals for FY 1986-87 as recommended by the State Department of Education, Bureau of Adult Education:

Bureau of Adult and Community Education	$ 48,293.00
Evangeline Parish School Board	20,196.00
Lafayette Parish School Board	17,994.00
Catahoula Parish School	40,913.00
St. Mary Parish School Board	40,913.00
Office of Women's Services	6,377.00
East Carroll Parish School Board	34,500.00
TOTAL	209,186.00

- - - -

8-C-2 On motion of Mr. Bankston, seconded by Mr. Roy, the Board awarded the Allocation of Adult Education Funds as recommended by the State Department of Education - Bureau of Adult Education, contingent on adoption of the constitutional amendment pertaining to the 8(g) funds.

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STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
ADULT EDUCATION COMMITTEE
AUGUST 25, 1986----3:00 P. M.
COMMITTEE ROOM I

APPENDIX N

MINUTES

The Adult Education Committee meeting was called to order at 3:30 p.m. by Mr. Jesse Bankston, Chairman. Member present was Dr. John Bertrand. Representing the State Department of Education were Mr. Glenn Gossett and Ms. Karen Soniat. Mr. Leonard Hayes and Mrs. Carrie Barbin represented the Board staff.

After discussion of Adult Education Special Projects and Teacher Training Proposals for FY 1986-87, the Committee took the following action:

1 On motion of Dr. Bertrand, seconded by Mr. Bankston, the Committee recommends that the Board fund the Adult Education Special Projects and Teacher Training Proposals for Fy 1986-87 as recommended by SDE - Bureau of Adult Education:

Bureau of Adult and Community Education	$ 48,293.00
Evangeline Parish School Board	20,196.00
Lafayette Parish School Board	17,994.00
Catahoula Parish School Board	40,913.00
St. Mary Parish School Board	40,913.00
Office of Women's Services	6,377.00
East Carroll Parish School Board	34,500.00
TOTAL	$209,186.00

After discussion of the Allocation of Adult Education Funds for FY 1986-87, the Committee took the following action:

2 On motion of Dr. Bertrand, seconded by Mr. Bankston, the Committee recommends that the Board award the Allocation of Adult Education Funds as recommended by the SDE - Bureau of Adult Education, contingent on adoption of the consitutional amendment pertaining to the 8g funds, according to the attached listing.

The meeting adjourned at 3:50 p.m.

cab

STATE BOARD OF ELMEENTARY AND SECONDARY EDUCATION
ADULT EDUCATION ADVISORY COUNCIL
AUGUST 25, 1986----9:30 A.M.
COMMITTEE ROOM II

APPENDIX :I

MINUTES

The Adult Education Advisory Council meeting was called to order at 10:40 a.m. by Dr. Ted Schilling, Chairman. Members present were Dr. Courtney Cheri, Mr. Charles Kilbert, Mr. Paul Duell, and Mr. Charles Loeb who was proxy for Mr. Robert Arceneaux. Representing the State Department of Education was Mr. Glenn Gossett and Ms. Karen Soniat. Mr. Leonard Hayes and Mrs. Carrie Barbin represented the Board staff.

After discussion of the Adult Education Special Projects and Teacher Training Proposals for FY 1986-87, the Council took the following action:

1 On motion of Mr. Kilbert, seconded by Mr. Loeb, the Council recommends that the Board fund the Adult Education Special Projects and Teacher Training Proposals for FY 1986-87 as recommended by SDE - Bureau of Adult Education:

Bureau of Adult and Community Education	$ 48,293.00
Evangeline Parish School Board	20,196.00
Lafayette Parish School Board	17,994.00
Catahoula Parish School Board	40,913.00
St. Mary Parish School Board	40,913.00
Office of Women's Services	6,377.00
East Carroll Parish School Board	34,500.00
TOTAL	$209,186.00

After discussion of the Allocation of Adult Education Funds for FY 1986-87, the Council took the following action:

2 On motion of Mr. Loeb, seconded by Dr. Cheri, the Council recommends that the Board award the Allocation of Adult Education Funds as recommended by the SDE - Bureau of Adult Education, according to the attached listing.

3 JMJ On motion of Dr. Cheri, seconded by Mr. Duell, Mr. Charles Kilbert and Mr. Robert Arceneaux were elected by acclamation to serve as Chairman and Vice-Chairman, respectively.

The following issues were raised by members of the Council for response by Mr. Glenn Gossett:

A. Transfer of students to Adult Education instead of drop-outs.

Mr. Gossett indicated that a task force would be formed to determine procedural factors for handling the problem. Student services would be involved.

Dr. Schilling indicated that directive should be gotten to all school systems, especially guidance counselors, regarding transfer of students.

Mr. Gossett indicated that the Bureau of Adult Education will communicate with school systems.

B. Before taking GED, whose rule requires pictured IDs?

Mr. Gossett responded that proper ID, not pictured ID, is required.

C. Is there flexibility on the 30 day re-testing regulation?

Mr. Gossett indicated that he evaluates the situation on an individual basis and that local Adult Education supervisors may use discretion in requiring class attendance.

The meeting adjourned at 11:15 a.m.

cab

On motion of Br. Fourrier, seconded by Ms. Snellings, the Board received and approved the request of the School Library Advisory Council.

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Item 9-C Multiple Curriculum Study Committee (Schedule 14)

9-C-1 On motion of Br. Fourrier, seconded by Ms. Harrison, the Board requested the Bureau of Research and Development to prepare a survey and a report on the effects of increased graduation requirements on the dropout rate in Louisiana.

- - - -

9-C-2 On motion of Br. Fourrier, seconded by Mr. Roy, the Board requested that public hearings on the need for and the effects of a multiple curriculum be held in the state as scheduled by the Department of Education.

- - - -

9-C-3 On motion of Dr. Bertrand, seconded by Br. Fourrier, the Board requested Mr. Richard Thompson, Bureau of Student Services, to notify all parishes of recent Board action on students who transfer from public school to GED programs not be considered as dropouts. The Board further requested that this policy be advertised in the Louisiana Register.

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Item 9-D Textbook and Media Advisory Council (Schedule 15)

9-D-1 Mr. Soileau informed the Board that Mr. M. C. Perry was re-elected Chairman of the Textbook and Media Advisory Council for the 1986 Calendar Year.

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9-D-2 Mr. Soileau informed the Board that the Textbook and Media Advisory Council re-elected Dr. Arlon Adams as Vice Chairman of the Council for the 1986 Calendar Year.

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On motion of Br. Fourrier, seconded by Ms. Harrison, the Board received the report of the Textbook and Media Advisory Council.

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Item 9-E Adult Education Advisory Council (Schedule 16)

On motion of Br. Fourrier, seconded by Ms. Snellings, the Board received the report of the Adult Education Advisory Council.

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STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
ADULT EDUCATION ADVISORY COUNCIL
FEBRUARY 20, 1986----1:00 P.M.
COMMITTEE ROOM I

MINUTES

The Adult Education Advisory Council meeting was called to order at 1:00 p.m. by Dr. Ted Schilling, Chairman. Members present were Mr. Robert Arceneaux, Dr. Courtney Cheri, Ms. Betty Walker, Mr. Charles Kilbert, and Mr. Leo Babin representing Mr. Stanley Berard. Mr. Glenn Gossett represented the State Department of Education. Representing the Board staff were Mr. Leonard Hayes and Mr. Robert Buck.

After discussion of the possibility of Adult Education Funds being used to fund Special Needs Instructors in vocational-technical schools, the Council took the following actions:

1 JVS On motion of Mr. Arceneaux, seconded by Mr. Kilbert, the Council recommends to the Board that Adult Education Funds should not be used to fund Special Needs Instructors in vocational-technical schools.

2 JVS On motion of Mr. Kilbert, seconded by Ms. Walker, the Council recommends to the Board that the cooperative effort between the Adult Education Programs and the Vocational-Technical Schools be continued, as it presently is, with an effort to further promote cooperation in other areas with the vocational-technical schools.

The meeting adjourned at 1:45 P.M.

cab

APPENDIX N

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

November 3, 1986

TO: All Adult Education Supervisors
All Community Education Supervisors

FROM: Glenn Gossett, Director Glenn Gossett
Bureau of Adult and Community Education

SUBJECT: Adult and Community Education Week

Enclosed is a copy of the proclamation issued by Governor Edwards declaring November 9-15, 1986 as Adult and Community Education Week in Louisiana. This same week has been federally designated as National Adult and Continuing Education Week. I hope that you will take advantage of this opportunity to promote and publicize adult and community education and to compliment dedicated personnel.

Newspaper articles featuring adult education students and/or personnel, receptions at class sites, distribution of information, and recognition of instructors can all lead to a greater awareness by the public of the benefits provided by the adult and community education program. Our program often gains additional school board and community support because of the attention focused on our services during the designated week.

Please plan at least one event in your parish relative to adult and community education during November 9-15, 1986. Along with the proclamation, I am enclosing a fact sheet for reproduction purposes and sample public service announcements for dissemination to local radio stations. I am sure the results of activities initiated will be worth the effort.

Thank you for your cooperation.

GG:jc

Enclosures

"An Equal Opportunity Employer"

Date

Contact Person

Organization and Address

Telephone Number

Sample Public Service Announcement

IMMEDIATE RELEASE

NATIONAL ADULT AND CONTINUING EDUCATION WEEK

Education isn't just for kids. It's moving out of the classroom and into your world to meet your needs for professional and personal advancement, training and retraining. Adult education is there to help you help yourself get ahead . . . but only you can make the first move. Give us a call at _____, and let us tell you what is in name of city, county, etc. to serve adult learners like yourself. You can move ahead with adult education. Give it a try, and give us a call at _____.

AMERICAN COUNCIL ON EDUCATION
OFFICE ON EDUCATIONAL CREDIT AND CREDENTIALS
One Dupont Circle
Washington, DC 20036

PSA # 2 Time 30 seconds

Do you have a high school diploma?

If you don't, it's not too late to get one!

Through the G-E-D high school equivalency test you can earn that much needed ticket to a better job, better education, and a sense of real personal accomplishment. Contact your local adult education office for further information on the G-E-D Test.

It's never too late.

Remember: G-E-D
Prove how smart you really are!!

A public service announcement of this station and the American Council on Education.

9/6/85
Final - GAE

AMERICAN COUNCIL ON EDUCATION
OFFICE ON EDUCATIONAL CREDIT AND CREDENTIALS
One Dupont Circle
Washington, DC 20036

PSA # 4 Time 45 seconds

-

You never finished high school because other things seemed more important at the time. Now you're older, smarter, but maybe you think it's too late. Going back to get a diploma seems complicated, time consuming. But it doesn't have to be difficult or take a lot of time or money. When you're a high school graduate, you can earn more, obtain jobs and job promotions more easily, and make new opportunities for yourself.

You can earn your high school equivalency diploma by passing the G-E-D Test.

Contact the Adult Education Office in your school district and find out how you can get a G-E-D.

Remember: G-E-D
Prove how smart you really are!!

A public service announcement of this station and the American Council on Education.

9/6/85
Final - GAE

State of Louisiana

Edwin W. Edwards
Governor

Proclamation

WHEREAS, adult education provides a second chance for adults to master basic academic skills, earn a high school diploma, and function more productively in society; and

WHEREAS, adult and community education develops and renews employability for the unemployed; and

WHEREAS, adult education is the only alternative method of earning a high school diploma once the individual leaves the K-12 system; and

WHEREAS, 21 percent of all public school graduates in Louisiana receive high school diplomas through the adult education program; and

WHEREAS, over 49,000 adults were enrolled in adult education classes during 1985-86 in Louisiana; and

WHEREAS, over 1,000 administrators, teachers and paraprofessionals who work in adult and community education are dedicated to enriching the lives of Louisianians; and

WHEREAS, community education offered over 250 different courses and served over 100,000 Louisiana citizens last year; and

WHEREAS, adult education and community education are an integral part of the education system of our state; and

WHEREAS, adult and community education are programs through which adults may become more competent members of society and broaden their lives;

NOW, THEREFORE, I, EDWIN W. EDWARDS, Governor of the State of Louisiana, do hereby proclaim the week of November 9-15, 1986, as

ADULT AND COMMUNITY EDUCATION WEEK

in the State of Louisiana, and urge all people to fully realize that education and learning must be lifelong and continuous, and to show their active support for all programs designed to improve our educational system, and to think of education not only in terms of cost but also as a means of developing the greatest abilities of all our citizens.

In Witness Whereof, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana at the Capitol, in the City of Baton Rouge, on this the 29th *day of* October *A.D.* 1986

Governor of Louisiana

By
Asst. Governor

Secretary of State

APPENDIX O

COMMUNITY EDUCATION SUPERVISORS

Acadia Parish

Mr. Dean Daigle, Supervisor
Community Education
Acadia Parish School Board
P.O. Drawer 309
Crowley, Louisiana 70527
(318) 783-3664

Ascension Parish

Mr. David Oubre, Supervisor
Community Education
Vocational Programs
Post Office Box 189
Donaldsonville, Louisiana 70346
(504) 473-7981

Mr. Ken Pizzalato, Coordinator

Bossier Parish

Mr. Tommy Carleton, Supervisor
Community Education
Bossier Parish Community College
2719 Airline Drive, North
Bossier City, Louisiana 71111
(318) 746-9851

Caddo Parish

Dr. E. J. Holt, Director
Community Education
Caddo Parish School Board
Post Office Box 32000
Shreveport, Louisiana 71130-2000
(318) 636-0210

Jefferson Parish

Mr. James Ellis, Director
Community Education
Jefferson Parish School Board
815 Huey P. Long Avenue
Gretna, Louisiana 70053
(504) 362-4778

Lafayette Parish

Mr. Robert Arceneaux, Supervisor
Community Education
Lafayette Parish Vocational-
Technical and Adult Educational
Center
18th Street
Lafayette, Louisiana 70501
(318) 232-3849

Orleans Parish

Dr. Joseph Davis, Supervisor
Community Education
1815 St. Claude Avenue
New Orleans, Louisiana 70116
(504) 943-6222

Ouachita Parish

Ms. Faye Poag, Director
Community Education
Ouachita Parish School Board
800 Claiborne Street
West Monroe, Louisiana 71291
(318) 388-2711
325-5554 (Center)

cc: Mr. Abe Pierce
Assistant Superintendent

St. Bernard Parish

Dr. Gordon Johnson, Asst. Dean
St. Bernard Parish Community College
1100 East Judge Perez Drive
Chalmette, Louisiana 70043
(504) 277-1142

St. Charles Parish

Mr. Leo Babin, Supervisor
Community Relations
Post Office Box 46
Luling, Louisiana 70070
(504) 785-6289

St. Tammany Parish

Dr. Courtney Cheri, Supervisor
Community Education
St. Tammany Parish School Board
Post Office Box 940
Covington, Louisiana 70433
(504) 892-2276

Tensas Parish

Ms. Doris Pollard, Supervisor
Community Education
Tensas Parish School Board
Post Office Box 318
St. Joseph, Louisiana 71366
(318) 766-3269

West Baton Rouge Parish

Mr. Alston Bynum, Supervisor
Community Education
West Baton Rouge Parish School Board
670 Rosedale Street
Port Allen, Louisiana 70767
(504) 343-8309

Winn Parish

Mrs. Winnie L. Bennett, Supervisor
Community Education
Winn Parish School Board
Post Office Box 430
Winnfield, Louisiana 71483
(318) 628-6936
628-3492 (Center)

Revised 8/27/87

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

September 6, 1986

TO: Supervisors of Adult Education
Public Librarians
Education Officials in Correctional Institutions
Interested Agencies, Institutions and Organizations

FROM: Glenn Gossett, Director
Bureau of Adult and Community Education

SUBJECT: GED Television Series

The Bureau of Adult and Community Education in cooperation with Louisiana Public Broadcasting is offering the GED Television Series. The programs are designed to help adults earn a GED diploma. The series will be aired over seven stations throughout Louisiana beginning October 26 on WLAE and November 1 on other stations.

Enclosed are copies of a flyer which describe the entire series and provide a television viewing schedule. Please make these pamphlets available to potential students and the general public.

If you have any questions or need additional flyers, please contact Suellen Marcotte at (504) 342-3510.

Thank you for you assistance.

GG:SAM:jf

Enclosures

"An Equal Opportunity Employer"

APPENDIX Q

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

August 29, 1986

TO: Adult Education Supervisors and Program Directors

FROM: Glenn Gossett, Director
Bureau of Adult and Community Education

SUBJECT: Project Literacy U.S. (PLUS)

In December, 1985 the American Broadcasting Company (ABC) and the Public Broadcasting Service (PBS) announced a national collaboration to combat adult illiteracy. The effort is to be known as Project Literacy U.S. (PLUS) and will consist of a wide range of national network broadcasts and community activities in an attempt to raise national awareness and generate ways of dealing with the problem at the local level.

Although literacy is often defined by a grade level cut-off point as lacking the reading and writing skills beyond the fourth grade, the concept of functional illiteracy is probably in wider use. It means lacking the reading, writing, and simple math skills necessary to functioning in a modern society beoyond the most minimal level. PLUS activities, however, will address the needs of students whose academic skills range from illiteracy through GED levels.

PLUS is being implemented in two stages. The first is the outreach development stage which began in January of this year and will continue through August. The awareness-raising period will begin in September and continue through June, 1987.

I have enclosed several pieces of information which provide an in-depth look at what PLUS is doing nationally and in our state. Please review it carefully. It is expected that there will be an increase in the number of adults enrolling in adult education and literacy programs as a result of this campaign.

The Bureau will keep you informed of additional events as they unfold during the next ten months. Please share this information with your staff and others interested in adult education and literacy.

Thank you for your cooperation and continued support.

GG:jf

Enclosures

"An Equal Opportunity Employer"

Additional Activities

ABC's "Nightline" and "20/20" will cover the subject of illiteracy in September, the date is to be announced.

"ABC Weekend Special" for children will include illiteracy in its story line as well as in a daytime serial called "Loving." "Good Morning America" is also expected to cover the issue and ABC sports programming will carry messages about illiteracy.

PSAs--ABC has seven PSAs under development. Two will feature ABC president Jim Duffy as part of his "American Television and You" series; five other PSAs feature the experiences of adult learners and are designed to be emotional, inspirational and powerful.

Network I.D.s--Beginning in September, ABC will air at least once each weeknight in prime-time, a five second I.D. featuring PLUS using ABC celebrities.

Radio--ABC radio will produce mini documentaries, news features and PSAs on illiteracy and distribute them to 1800 radio network affiliates.

Bookmarks--Over one million bookmarks will be distributed to the American Booksellers' Association's local stores.

Newspapers--The American Newspaper Publishers Association will be encouraging newspapers to print articles on adult illiteracy.

The Bureau of Adult and Community Education--

-has organized a PLUS Literacy Task Force

-is in the process of developing and printing 45,000 flyers with information about the GED Television Series which will be distributed statewide

-is coordinating PLUS activities statewide

-is distributing information relative to PLUS statewide

-is taking telephone inquiries and making referrals

-is cooperating with ABC affiliates, LPB, and other organizations and agencies in the PLUS initiative

THOMAS G. CLAUSEN
Superintendent of Education

P O BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

TO: Supervisors of Adult Education

FROM: Glenn Gossett, Director
Bureau of Adult and Community Education

DATE: September 16, 1986

SUBJECT: Wal-Mart/GED promotional campaign

In conjunction with the October 1 broadcast of the documentary, "Project Second Chance: Dropouts in America," on LPB at 7:00 p.m., Wal-Mart, Inc. is initiating an effort to work with local adult education programs in registering adults for GED classes. The store managers of all 53 Wal-Mart stores in Louisiana have agreed to work with you in setting up registration booths in each store on Saturday, October 4, following the broadcast. I am asking for your cooperation in coordinating this campaign in your parish.

Specifically, you will need to contact each Wal-Mart store manager in your area to make cooperative arrangements for this promotion. You are requested to provide registration forms for your program, as well as someone to handle the registration table throughout the day. You may also wish to provide local brochures, posters or flyers for the display. An article in the local media alerting the public of this convenient way to register for classes would contribute to the success of the campaign.

Since "Project Second Chance" will promote the GED television series, information on this programming may be requested. Our fall schedule will begin broadcasting October 26 from 10:00-11:00 a.m. on WLAE in New Orleans and November 1 from 3:00-4:00 p.m. on all LPB stations. A complete television schedule is in the process of being printed and will be mailed to you in the near future. Interested individuals should be advised that they will be mailed a copy from your office upon request.

After the registration campaign is conducted this October, I would appreciate receiving feedback from you on the number of students enrolled through this effort. I am enclosing additional information on "Project Second Chance" for your use, along with a copy of the correspondence from Wal-Mart, Inc. to area store managers.

Thank you for your cooperation and interest in promoting adult education. If your parish does not have Wal-Mart locations, this information is being sent to keep you apprised of on-going adult education activities in Louisiana. Please call me if you have further questions.

GG:blm

Enclosures

"An Equal Opportunity Employer"

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

TO: Selected Supervisors of Adult Education

FROM: Glenn Gossett, Director
Bureau of Adult and Community Education

DATE: September 16, 1986

SUBJECT: Louisiana Power and Light Company's Support of PROJECT SECOND CHANCE

Major funding for PROJECT SECOND CHANCE: DROPOUTS IN AMERICA is being provided by Middle South Utilities, Inc., operating in Louisiana as Louisiana Power and Light Company (LP&L). In addition to other underwriters of the project, LP&L is making this contribution as part of its economic and educational assistance effort.

Since your parish is served by Louisiana Power and Light Company, please offer your assistance and cooperation to LP&L representatives, who will be present in Wal-Mart stores during the campaign. I hope that you will convey sincerest appreciation to LP&L representatives for their support of adult education and the GED program.

"An Equal Opportunity Employer"

APPENDIX Q

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

September 22, 1987

Ø

Dear Ø:

Attached are copies of inquiries that the Bureau has received in regard to PLUS as of the date above. This office has contacted each person either by phone or letter and made a referral to your program.

We encourage you to see that these students or tutors receive assistance and direction.

Thank you for your cooperation.

Sincerely,

Glenn Gossett, Director
Bureau of Adult and Community Education

GG:jf

Attachments

"An Equal Opportunity Employer"

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

September 22, 1987

@

Dear @:

Our office has received notification that you recently requested information about:

_____Tutoring Adult Illiterates

_____Adult Education Classes

_____Literacy Instruction

Because we could not reach you by telephone, we have listed below the person you should contact regarding your request.

Thank you for your interest.

Sincerely,

Glenn Gossett, Director
Bureau of Adult and Community Education

GG:jf

Contact Person_____

Title_____

Address_____

Telephone #_____

"An Equal Opportunity Employer"

ADDENDUM*

*The instructions for preparing the annual performance report have been reproduced as received from the Department of Education, Vocational, and Adult Education, Washington, D.C.

DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION

PROGRAM MEMORANDUM OVAE/DAE FY 87-18

SEP 30 1987

SENT BY: Karl O. Haigler
Director
Division of Adult Education

SENT TO: State Directors of Adult Education

SUBJECT: Report Forms for the State-administered Adult Education Program -- Fiscal Year 1987

Enclosed are two copies each of the Annual Performance Report (ED 365-1) and the Financial Status Report (ED 365). Definitions and instructions accompany the reports. Each Report is similar to the one used for reporting Fiscal Year 1986 activities under the Adult Education Act. A summary of the changes made in the Instructions, Annual Statistical Performance Report, Annual Narrative Performance Report, and Financial Status Report follows.

Instructions

p.5. A new sentence was added to the definition of "public assistance" to clarify information requested: "Unless Social Security recipients are also receiving old-age assistance or other forms of public assistance, they should not be included in this category."

p.9. A sentence was added to the instructions for completing Table 3, Lines a-j, to clarify the principal reason for leaving. The word "principal" was inserted in Table 3 along with additional instructions on p.9. as follows: "If there is more than one reason that a participant leaves the program prior to completing his/her objectives, then the participant should be counted under the category that best describes the principal reason for leaving."

p.10. A slight change was made in the formula used for computing the average cost of instruction per student. State administrative costs are not included in the new calculation procedure: "The statewide average cost per student is calculated by aggregating all expenditures for the operation of adult basic education, adult secondary education, and English as a second language programs in the State, less State administrative costs, divided by the aggregate number of participants who have received 12 or more hours of instruction during the reporting period."

Annual Performance Report

Part I - Statistical

Table 1, Section C: Participants who upon entry into the program were:

- A new item (No. 10) has been added to Section C that requests information on participants who are "Homeless adults."

- The instructions on p.1, Table 1, direct respondents to include participants from other Federal programs for whom direct services are provided "at clearly additional costs to the adult education program..." A new item (No. 11) has been added to Section C that requests information on participants "Enrolled in other Federal programs."

Table 1, Section D: Achievements of program participants

- The statement "Completed Level I or its equivalent" was substituted for the previous statement on Line 2.

- Information for Line 5 has now been clarified. Line 5 has been changed to read "Completed a program of instruction in: (a) Beginning ESL (b) Intermediate ESL, and (c) Advanced ESL." New definitions for Beginning, Intermediate, and Advanced ESL were added to p.7, of the Instructions.

- A change in the heading from "Economic" to "Economic benefits obtained during the program year," was made for Lines 7, 8, and 9.

Part II - Narrative

- A note was added to the Narrative Report to change the formula used for computing the average cost per student:
"The statewide average cost per student is calculated by aggregating all expenditures for the operation of adult basic education, adult secondary education, and English as a second language programs in the State, less State administrative costs, divided by the aggregate number of participants who have received 12 or more hours of instruction during the reporting period."

Financial Status Report

- Change in the Instructions for calculating the Rate on Item 11b. The "Rate" entered on Item 11b refers to the restricted indirect cost rate described in 34 CFR 76.563. To clarify the instructions, the information has now been changed to read:

  Enter indirect cost rate in effect during the reporting period (34 CFR 76.563). If more than one rate was applied during the project period, include a separate schedule showing the bases against which the indirect cost rates were applied.

- Clarification of instructions pertaining to Item 11e. The new instructions follow: "If more than one rate was applied during the project period, include a separate schedule showing the bases against which the indirect cost rates were applied and the amounts of indirect expense charged to the project this date."

- Authority. An additional reference (34 CFR 74.95) is provided: (Authority: 34 CFR 76.720, 34 CFR 74.95, and ED 365)

SUGGESTIONS FOR COMPLETING REPORTS

Annual Performance Report

This report contains statistical and narrative sections. Both are required for the 1987 program year. In addition to the instructions accompanying the statistical section, the following comments may be of assistance.

PART I - STATISTICAL

Table 1, Section A.

- Each participant should be reported once only regardless of the number of classes or programs attended during the program year being reported.

- Report all participants in programs that meet the purposes of the Adult Education Act. Likewise, all State and local expenditures for these programs should be reported on the Financial Status Report. Report participants from other Federal programs only if services were provided at additional costs to the adult education program.

- In reporting Level I participants, you may report separately those adults in English as a second language programs as a subset of Level I if you have those data available.

- Participants classified as "least educated" should be reported in Level I.

- "Ungraded" should be reported in Level I.

Table 1, Section B.

- Be sure those data are collected in the age groupings shown on the form.

- Subsets of these age groupings, e.g., 16-21 years, may be reported and will be useful if those data are available.

Table 1, Section C.

- Lines 1 and 2 -- employed and unemployed -- do not necessarily represent the total number of participants in the program. Do not include as "unemployed" those adults who are not available for work. (See definitions of "employed" and "unemployed" on page 4 of the instructions for preparing Annual Performance Reports.)

- Lines 6 and 7 -- adults in rural areas and adults in urban areas with high rates of unemployment -- do not necessarily represent the total number of participants in the program. Definitions for these population groups included on pages 5 and 6 in the instructions are specific.

Table I, Section D.

- Line 1 -- Improved basic skills for personal satisfaction and increased self-confidence. No completion level is considered. Include all participants who improved their basic skills -- both those who remained in the program and those who have exited the program.

- Line 7 -- Obtained a job -- report those participants who obtained full- or part-time employment. See definition of "employed" on page 4 of instructions.

Table 3.

- Line 1 -- Total number of participants leaving the program -- unduplicated count of all participants who left the program including those who completed their objectives (Line 2) and those who left before completing their objectives. Also report participants in programs that have been terminated. However, in instances where these participants immediately enter another program, they should not be counted as having left the program.

- Line 2 -- Completed their objectives -- report all participants who completed the program or who completed their objectives. This count is a subset of Line 1 of this table and is an unduplicated count.

- Line 3, a.-j. -- Reasons for leaving before completing their objectives. These counts are a subset of Line 1 of this table and are unduplicated counts. The principal reason for leaving the program must be identified for entering data reported on Lines a-j.

PART II - NARRATIVE

Descriptive information is required for the narrative section of the performance report. The three items to be covered are noted in the instructions.

This narrative section may be used for reporting other information that the State deems appropriate. For example, cost effectiveness of the program is reported by some States. This would be an appropriate place to report on participation in programs, such as JTPA or Title XX, for which you have not provided adult education program funds and thus do not count the participants or expenditures on your statistical or fiscal reports.

Financial Status Report

The financial report should reflect expenditures in accordance with the limitations and requirements contained in the statute and regulations for the program:

- o Column (a) - Maximum allowable for State administration was established for Fiscal Year 1985. This limitation is not in effect for Fiscal Year 1986 or 1987 funds.
- o Column (b) - A State is required to spend at least 10 percent of its allocation for section 310 activities.
- o Column (d) - Not more than 20 percent of a State's allocation may be used for programs of equivalency for a certificate of graduation from a secondary school (Programs of Instruction, grades 9-12).
- o Column (e) - Not more than 20 percent of a State's allocation may be used for the education of institutionalized adults. Column (e) is a duplicative amount and is included in Programs of Instruction in column (c) and/or column (d).
- o Line f. - The non-Federal share must equal at least 10 percent of the total expenditures. The maintenance of effort requirement must be met.

In most instances, two Financial Status Reports must be submitted: a final report of Fiscal Year 1986 funds to include expenditures in the carryover year and an initial or first-year report of Fiscal Year 1987 funds. The final report is cumulative and includes a full accounting of Federal and non-Federal Fiscal Year 1986 funds.

Federal adult education funds are available for expenditure for a 27-month period, beginning on July 1. Most State agencies, however, expend funds within a 24-month period. Information in Items 8 and 9 should be entered as follows:

	Item 8	Item 9
Report	Project/Grant Period	Period Covered by This Report
Final 1986	July 1, 1985 - June 30, 1986	July 1, 1985 - June 30, 1987
Initial 1987	July 1, 1986 - June 30, 1987	July 1, 1986 - June 30, 1987

If funds are expended in the 24th to 27th months, that date should be reflected in the ending date under Item 9 of the final report.

Section 310 and Evaluation Reports

Please note that each State is still required to submit final reports of all special experimental demonstration projects and teacher training projects conducted under section 310 of the Act. While no outline or format is prescribed, a final report must be considered as after-the-fact documentation. These final reports should include a comprehensive discussion of the project accomplishments so as to ensure accountability for the expenditure of funds. All products, such as manuals, curricula, or filmstrips, should accompany the final report submission.

Section 306 and section 310 activities must be evaluated at least once every three years on the schedule set forth in your current State plan. Your submission of evaluation reports shall be as set forth in that plan.

Each State should submit one copy of each of the following reports by November 1, 1987.

Financial Status Report -- Final for Fiscal Year 1986 Funds
Financial Status Report -- Initial for Fiscal Year 1987 Funds
Annual Performance Report -- Part I - Statistical
Part II - Narrative

One copy of the evaluation report of section 306 and section 310 activities shall be submitted according to the schedule in your current State plan.

One copy of each final report of section 310 projects shall be submitted 90 days after the close of the project's support period.

All reports should be sent to Director, Division of Adult Education, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5515. If you have any questions concerning reporting requirements, please contact Ron Pugsley at (202) 732-2398 or Sallie Grimes at (202) 732-2394.

Enclosures

DEPARTMENT OF EDUCATION

OFFICE OF VOCATIONAL AND ADULT EDUCATION

WASHINGTON, D.C. 20202

INSTRUCTIONS FOR PREPARING THE ANNUAL PERFORMANCE REPORT FOR THE ADULT EDUCATION STATE-ADMINISTERED PROGRAM

Further payments or other benefits may, but will not necessarily, be withheld unless this report is completed and filed. (34 CFR 76.720)

PART I - STATISTICAL

TABLE I. Report the population that was served by adult education programs in the State with Federal and non-Federal funds under the Adult Education Act, Public Law 91-230, as amended. Report all participants in programs that meet the purposes of the Act. The following "Guide for Reporting Participants" should be used: (1) Only participants who completed 12 or more program "contact hours" in the adult education program or met their objectives in less time during the "reporting period" should be recorded on this report. (2) Also include program participants who met (1) above and who were (a) participants from other Federal programs for whom any direct services were provided at clearly additional costs to the adult education program (e.g., when an influx of 40 participants necessitates operating 2 or 3 extra classes),

(b) participants in special experimental demonstration projects, and (c) participants served through coordination activities with other agencies, institutions, or organizations.

TABLE I, SEC. A. Provides a profile of participants (unduplicated count) by educational functioning level and population groups. Each participant should be reported only once regardless of the number of classes or programs attended during the program year being reported.

Educational Functioning Level

"Level I" - an adult who is unable to read, write, and compute sufficiently well to meet the requirements of adult life in the United States, or an adult who lacks a master of basic educational skills that will enable him/her to function effectively in U.S. society. This term should be applied for foreign-born adults having limited English proficiency. Additionally, this term is equivalent to the beginning and intermediate levels of basic education as defined by the State. For States using grade level measures, Level I includes grades 0-8 and ESL. States using competency-based or other measures should describe the methods used to determine a participant's educational functioning level.

"Level II" - an adult who is literate and can function in everyday life, but is not proficient. This term is equivalent to adult secondary education as defined by the State. For States using grade level measures,

Level II includes grades 9-12. States using competency-based or other measures should describe the methods used to determine a participant's educational functioning level.

Population groups. The racial/ethnic designations do not denote scientific definitions of anthropological origins. For the purpose of this report, an enrollee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

"AMERICAN INDIAN OR ALASKAN NATIVE" - A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

"ASIAN OR PACIFIC ISLANDER" - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. These areas include, for example, China, India, Japan, Korea, the Phillippine Islands, and Samoa.

"BLACK, NOT OF HISPANIC ORIGIN" - A person having origins in any of the Black racial groups of Africa, but not of Hispanic culture or origin.

"HISPANIC" - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

"WHITE, NOT OF HISPANIC ORIGIN - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic culture or origin.

TABLE I, SEC. B. Provides a profile of participants (unduplicated count) by age and sex. Grand total for Table 1, Part B must equal grand total for Table 1, Part A.

TABLE I, SEC. C. Provides a profile of participants by a variety of demographic variables. The figures reported on this table will be duplicative and should reflect the status of the participant at the beginning of this reporting period or upon initial entrance into the program during the reporting period. Use the "Guide for Reporting Participants" as described in the instructions for Table 1.

For the purposes of this report the following definitions should be used:

"EMPLOYED" - persons who did any work at all as paid employees or in their own business or profession, or on their own farms or who worked 15 hours or more per week as unpaid workers on a farm or in a business operated by a member of the family, and persons who were not working but who had jobs or businesses from which they were temporarily absent.

"UNEMPLOYED" - persons who were not working but were looking for a job and were available for work. This includes persons who were waiting to be called back to a job from which they had been laid off and persons waiting to report to a new job. This does not include persons who are not available for work.

"PUBLIC ASSISTANCE" - financial assistance from Federal, State, and/or local programs, such as aid for dependent children, old-age assistance, general assistance, and aid to the blind or totally disabled. Unless Social Security recipients are also receiving old age assistance or other forms of public assistance, they should not be included in this category.

"HANDICAPPED ADULTS" - persons who are sixteen years of age and older with any type of physical or mental impairment that substantially limits or restricts one or more major life activities, including walking, seeing, hearing, speaking, learning, and working. This definition includes adults who are alcohol and drug abusers, mentally retarded, hearing-impaired, deaf, speech-impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impairments, and adults with specific learning disabilities.

"ADULTS WITH LIMITED ENGLISH PROFICIENCY" - adults who have difficulty in understanding, speaking, reading, or writing the English language so that they are denied the opportunity to learn efficiently in a learning environment where the language of instruction is English. Include only persons whose native language is not English.

"ADULTS IN RURAL AREAS" - adult residents of places of less than 2,500 inhabitants and outside urbanized areas. An urbanized area includes a population of 50,000 or more in a city plus the adjacent areas of high density.

"ADULTS IN URBAN AREAS WITH HIGH RATES OF UNEMPLOYMENT" - adult residents of an urban area (i.e., 50,000 or more population) which is classified as a "labor surplus area" by the U.S. Department of Labor. (A State shall use the most recent annual list of labor surplus areas produced by DOL in determining a response to Table 1. C. 7.)

"IMMIGRANT ADULTS" - adult refugees admitted or paroled into the U.S. and adult aliens not classified as nonimmigrants under the provisions of the Immigration and Nationality Act, as amended.

"INSTITUTIONALIZED ADULTS" - adults who are inmates, patients, or residents of a correctional, medical, or special institution.

"HOMELESS ADULTS" - adults lacking a fixed, regular, and adequate nighttime residence or an adult having a primary nighttime residence that is (1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (2) an institution that provides a temporary residence for individuals intended to be institutionalized; or (3) a public or private place not designed for,

or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless adult" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

"ENROLLED IN OTHER FEDERAL PROGRAMS" - Includes those participants from other Federal programs for whom direct services are provided at clearly additional costs to the adult education program.

TABLE 1, SEC. D. Requires information on participant achievements. .

-- Line 1 -- Improved basic skills for personal satisfaction and increased self-confidence. Include all participants who improved their basic skills -- both those who remained in the program and those who have exited the program. No completion level is considered.

-- Line 2 -- Completed Level I or its equivalent -- Reports those participants who have obtained the competencies necessary for the completion of Level I, whether they entered at the 0 grade level or a more advanced level. Include those who advanced to Level II and those who completed Level I and exited the program.

-- Line 5 -- Completed a program of instruction in: (a) Beginning ESL; (b) Intermediate ESL; (c) Advanced ESL

For the purposes of this report the following definitions should be used:

"BEGINNING ESL" - Instruction designed for adults who have limited or no proficiency in the English language. Instructional emphasis is on listening and speaking.

"INTERMEDIATE ESL" - Instruction designed for adults who have some competence in communicating in English. Instruction in reading and writing is introduced along with continued emphasis on speaking and listening.

"ADVANCED ESL" - Instruction designed for adults who are able to communicate in English but who need instruction in usage. At this level emphasis is placed on idioms, language for specific purposes, and grammatical structure. Reading and writing are integrated with speaking and listening.

-- Line 7 -- Obtained a job -- reports those participants who obtained full- or part-time employment. See definition of "employed" on page 4 of instructions.

TABLE 2. Requires data on number of paid and volunteer personnel who are part-time and full-time personnel for five different personnel categories (part time and full time as defined by the State). Indicate in the narrative report the definition of part time and full time used by the State.

"ADMINISTRATIVE/SUPERVISORY/ANCILLARY/SERVICES PERSONNEL" - those professionals who are responsible for the management, administration, and supervision of programs, and ancillary services personnel who are responsible for services such as evaluation, teacher development, dissemination, and curriculum development.

"TEACHERS" - staff who instruct students.

"COUNSELORS" - staff assigned to perform the activities of assisting adult learners and of assisting instructors to assist learners in making personal plans, choices, and decisions in relation to education, career, and personal development.

"PARAPROFESSIONALS" - staff who work alongside and assist professional staff members but do not have full professional status, e.g., teacher/classroom aides and teaching assistants.

TABLE 3. Shows the number of participants leaving the program during this reporting period and their reasons for leaving.

-- Line 1 -- Total number of participants leaving the program -- unduplicated count of all participants who left the program and includes those who completed their objectives (Line 2) and those who left before completing their objectives (Line 3). It should also report participants in programs that have been terminated. However, in instances when these participants immediately enter another program, they should not be counted as having left the program. This is not a duplicative count.

-- Line 2 -- Completed their objectives -- reports all participants who completed the program or who completed their objectives. This count is a subset of Line 1 of this table. This is an unduplicated count.

-- Line 3, a.-j. -- Principal reason for leaving before completing objectives (unduplicated count): These counts are a subset of Line 1 of this table. If there is more than one reason that a participant leaves the program prior to completing his/her objectives, then the participant should be counted under the category that best describes the principal reason for leaving.

PART II - NARRATIVE

Provides descriptive information for the narrative items. Maximum number of pages is 10.

Use the following outline in preparing the narrative part of the Annual Performance Report:

1. For each goal and/or objective listed in your three-year State plan, describe the extent to which the goals and/or objectives were met. Include a description of successful activities, programs, and projects.

2. Provide reasons for slippage in those cases where little or no progress was made in the accomplishment of your goals or objectives and describe those programs or projects that were not as successful as expected.

3. Determine on a statewide basis the average cost per student.

Note: The statewide average cost per student is calculated by aggregating all expenditures for the operation of adult basic education, adult secondary education and English as a second language programs in the State, less State administrative costs, divided by the aggregate number of participants who have received 12 or more hours of instruction during the reporting period.

Form Approved
OMB No. 1830-0027

STATE of _____

DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION
WASHINGTON, D.C. 20202-3585

Program Year _____

ANNUAL PERFORMANCE REPORT
FOR THE ADULT EDUCATION STATE-ADMINISTERED PROGRAM

PART I - STATISTICAL

Period Covered	
From	To

TABLE 1. Profile of Adult Education Participants

Section A. Participants who upon entry into program were: (a)	American Indian or Alaskan Native (b)	Asian or Pacific Islander (c)	Black, not of Hispanic Origin (d)	Hispanic (e)	White, not of Hispanic Origin (f)	Total
1. Educational Functioning Level:						
a. Level I (grades 0-8)						
b. Level II (grades 9-12)						
Total						

Section B. Participants who upon entry into the program were:	Number of Participants		Total
	Males	Females	
1. Ages:			
16-24			
25-44			
45-59			
60 and older			
Total			

Table 1A and 1B require reporting on an unduplicated count.
Table 1A grand total must equal Table 1B grand total.

ED 365-1, 6/85

TABLE 1. Profile of Adult Education Participants (Con't)

Section C. Participants who upon entry into the program were:	Number of Participants
1. Employed	
2. Unemployed	
3. Receiving public assistance	
4. Handicapped adults	
5. Adults with limited English proficiency	
6. Adults in rural areas	
7. Adults in urban areas with high rates of unemployment	
8. Immigrant adults	
9. Institutionalized adults	
10. Homeless adults	
11. Enrolled in other Federal programs	

Section D. Achievements of program participants	Number of Participants
Educational	
1. Improved basic skills for personal satisfaction and increased self-confidence	
2. Completed Level I or its equivalent	
3. Obtained an adult high school diploma	
4. Passed the GED Test	
5. Completed a program of instruction in:	
(a) Beginning ESL	
(b) Intermediate ESL	
(c) Advanced ESL	
6. Entered another education/training program	
Economic benefits obtained during the program year	
7. Obtained a job	
8. Obtained a better job or salary increase	
9. Were removed from public assistance	

TABLE 2. Number of Personnel, by Organizational Placement and Type of Job Performed

Organizational Placement and Type of Job Performed (a)	Adult Education Personnel		
	Paid Personnel		
	Total Number of Part-Time Personnel (b)	Total Number of Full-Time Personnel (c)	Volunteers (d)
1. State-level Administrative/ Supervisory/Ancillary Services			
2. Local-level Administrative/ Supervisory/Ancillary Services			
3. Local Teachers			
4. Local Counselors			
5. Local Paraprofessionals			

TABLE 3. Number of Participants Leaving the Program and Their Reasons

Reasons for leaving	Number of Participants
1. Total number of participants leaving the program	
2. Completed their objectives	
3. Principal reason for leaving before completing objectives (unduplicated count):	
a. Health problems	
b. Day Care problems	
c. Transportation problems	
d. Family problems	
e. Location of class	
f. Lack of interest; instruction not helpful to participant	
g. Time class/program is scheduled	
h. Changed address or left area	
i. Program terminated	
j. Other known reasons (specify)	
k. Unknown reasons	

INSTRUCTIONS

FINANCIAL STATUS REPORT - ED 365

Item 1 is preprinted.

Items 2, 3, 6, 7, 8, 9, 10b, 10c, 10g, 10h, 10k, 10l, 11a, and 12 are self-explanatory. Specific instructions for other items are as follows:

Item 4. Employer Identification Number. Enter the employer identification number assigned by the U.S. Internal Revenue Service or the FICE (institution) code, if required by the Federal sponsoring agency.

Item 5. Recipient Account Number or Identifying Number. This space is reserved for an account number or other identifying numbers that may be assigned by the recipient.

Item 10. Report only in the unshaded cells. Columns (a) through (e) contain preprinted headings for reporting expenditures. The following are explanations of what expenditures should be reported in each column:

Column (a). State Administration. This is to cover all State management and supervisory expenditures under the Adult Education State Plan, including expenditures for State Advisory Councils under section 311 of the Adult Education Act. DO NOT include in this column amounts allocated for teacher training and special projects or for ancillary services such as evaluation, teacher training, dissemination, and curriculum development.

Column (b). Section 310. Report expenditures for Special Projects and Teacher Training funded under section 310 of the Adult Education Act.

Columns (c) and (d). Programs of Instruction. These should include all expenditures which are incurred by local educational agencies and public and private agencies in conducting adult education classes for undereducated adults, including expenditures for programs for institutionalized persons and programs for persons with limited English proficiency. DO NOT include in the column expenditures for special projects and teacher training.

Column (e). Institutionalized Persons. Report expenditures for programs for institutionalized persons. These expenditures will also appear in columns (c) and (d).

Item 10a. For a fiscal year carryover report, enter the net outlay. This amount should be the same as the amount reported on Line 10e of an initial report made for the same fiscal year. If there has been an adjustment to the amount shown previously, attach explanation. For an initial fiscal year report, show zero. For reports that are prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and subgrantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions

applied, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contractors, subgrantees, and other payees.

Item 10d. Total outlays for the report period indicated in item 9.

Item 10e. Line a plus Line d.

Item 10f. Enter amount pertaining to the non-Federal share of program outlays included in the amount on Line e.

For items 10i and 10j, unliquidated obligations are:

Cash basis - obligations incurred but not paid.

Accrued expenditure basis - obligations incurred but for which an outlay has not been recorded.

Do not include any amounts that have been included on Lines a through g. Include unliquidated obligations to subgrantees and contractors.

If the report is final, it should not contain any unliquidated obligations.

Item 10m. Unobligated Balance of Federal Funds. Enter the unobligated balance of Federal funds.

Item 11b. Rate. Enter indirect cost rate in effect during the reporting period (34 CFR 76.563). If more than one rate was applied during the project period, include a separate schedule showing the bases against which the indirect cost rates were applied.

Item 11c. Base. Enter amount of the base to which the rate was applied.

Item 11d. Total Amount. Enter total amount of indirect cost charged during the reported period.

Item 11e. Federal Share. Enter amount of the Federal share charged during the report period. If more than one rate was applied during the project period, include a separate schedule showing the bases against which the indirect cost rates were applied and the amounts of indirect expense charged to the project this date.

REPORTS ARE DUE ON OCTOBER 1 EACH YEAR. REPORTS SHOULD BE SUBMITTED TO:

Division of Adult Education
Office of Vocational and Adult Education
Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5515

Further payments or other benefits may, but will not necessarily, be withheld unless this report is completed and filed.
(Authority: 34CFR 76.720, 34 CFR 74.95, and ED 365)

FINANCIAL STATUS REPORT

(Follow instructions on the back)

1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED	2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER	OMB Approved No.	PAGE OF PAGES
DEPARTMENT OF EDUCATION OVAE/DAES			

3. RECIPIENT ORGANIZATION (Name and complete address, including ZIP code)	4. EMPLOYER IDENTIFICATION NUMBER	5. RECIPIENT ACCOUNT NUMBER OR IDENTIFYING NUMBER	6. FINAL REPORT ☐ YES ☐ NO	7. BASIS ☐ CASH ☐ ACCRUAL

8. PROJECT/GRANT PERIOD (See instructions)		9. PERIOD COVERED BY THIS REPORT	
FROM (Month, day, year)	TO (Month, day, year)	FROM (Month, day, year)	TO (Month, day, year)

10. STATUS OF FUNDS

PROGRAMS/FUNCTIONS/ACTIVITIES ▶	(a) State Administration	(b) Section 310	(c) Programs of Inst. (0-8)	(d) Programs of Inst. (9-12)	(e) Institutionalized Persons	[redacted]	TOTAL (g)
a. Net outlays previously reported	$	$	$	$	$		$
b. Total outlays this report period							
c. *Less:* Program income credits							
d. Net outlays this report period *(Line b minus line c)*							
e. Net outlays to date *(Line a plus line d)*							
f. *Less:* Non-Federal share of outlays							
g. Total Federal share of outlays *(Line e minus line f)*							
h. Total unliquidated obligations							
i. *Less:* Non-Federal share of unliquidated obligations shown on line h							
j. Federal share of unliquidated obligations							
k. Total Federal share of outlays and unliquidated obligations							
l. Total cumulative amount of Federal funds authorized							
m. Unobligated balance of Federal funds							

11. INDIRECT EXPENSE	a. TYPE OF RATE *(Place "X" in appropriate box)* ☐ PROVISIONAL ☐ PREDETERMINED ☐ FINAL ☐ FIXED			
	b. RATE	c. BASE	d. TOTAL AMOUNT	e. FEDERAL SHARE

12. REMARKS: *Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. CERTIFICATION

I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE REPORT SUBMITTED
TYPED OR PRINTED NAME AND TITLE	TELEPHONE *(Area code, number and extension)*

269 102

ED 365-2

STANDARD FORM 269 (7-76)
Prescribed by Office of Management and Budget
Cir. No. A-110

a-25

*CERTIFICATION STANDARDS FOR ADULT EDUCATION PERSONNEL

Adult Education Instructor

A person who holds a valid standard Louisiana teaching certificate may become certified as an adult education instructor by having 5 years of adult education experience prior to the implementation of certification requirements September 1, 1982, or by completion of a minimum of 12 semester hours as follows:

A. Introduction to or Foundations of Adult Education . . . . 3 semester hours

B. Practicum in Adult Education . . . . . 3 semester hours

C. A minimum of 6 semester hours from the areas of:

   1. Materials, Methods and/or Curriculum Development in Adult Education

   2. Reading Instruction in Adult Education

   3. Adult Learning and Development

   4. Utilization of Community Resources

   5. Administration and Supervision of Adult Education

   6. Guidance and Counseling in Adult Education

   7. Competency Based Adult Education

   8. Independent Study, Special Problems or Issues in Adult Education

D. Adult Education personnel having a minimum of 3 years of adult education experience prior to the implementation of certification requirements shall receive a waiver of criteria A and B above.

E. Certification in Adult Education shall be required for full-time Adult Education instructors. Part-time Adult Education instructors would not be required to seek certification, and certification would be on a voluntary basis.

Administrator and/or Supervisor

A person who holds certification as an adult education instructor and certification as a City or Parish Supervisor of Instruction may become certified as an Administrator and/or Supervisor of Adult Education.

*Louisiana Standards for State Certification of School Personnel, Bulletin 746, Louisiana Department of Education, Bureau of Higher Education and Teacher Certification, Revised, pp. 37-38.

ANNUAL FINANCIAL REPORT

STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
DIVISION OF ACADEMIC PROGRAMS
BUREAU OF ADULT & COMMUNITY EDUCATION
BATON ROUGE, LOUISIANA

Submit one copy to the State Director of Adult & Community Education, Baton Rouge, Louisiana.

AE
DE 525 (Rev. 9/79)

INSTRUCTIONS - This report is for your total Adult Education program. Please complete each item that applies to your program.

ITEM	FEDERAL EXPENDITURES ABE	STATE EXPENDITURES 274	LOCAL EXPENDITURES	TOTAL EXPENDITURES
I. INSTRUCTIONAL COSTS:				
1. TEACHERS				
2. PARAPROFESSIONALS				
3. RETIREMENT				
4. SOCIAL SECURITY				
5. TEACHER TRAVEL				
6. IN-SERVICE EDUCATION				
7. INSTRUCTIONAL MATERIALS & SUPPLIES				
II. ADMINISTRATIVE COSTS:				
8. SUPERVISORY PERSONNEL				
9. GUIDANCE PERSONNEL				
10. CLERICAL PERSONNEL				
11. JANITORIAL SERVICES				
12. OTHER PERSONNEL				
13. RETIREMENT				
14. SOCIAL SECURITY				
15. TRAVEL				
16. UTILITIES				
17. EQUIPMENT				
18. SUPPLIES & MATERIALS				
19. RENTAL				
20. OTHER				
TOTAL				

Parish or City School Board:

Date

Approved By: (Superintendent)

RECORD OF EQUIPMENT

AE
DE 518
(R 6-73)

DEPARTMENT OF EDUCATION
DIVISION OF COMMUNITY SERVICES
ADULT EDUCATION BUREAU
BATON ROUGE, LOUISIANA

Retain this report in School Board office for auditing purposes.
NOTE: For any item costing in excess of $100.00, one copy of this report with receipt(s) should be submitted to State Director of Adult Education.

Local record of equipment purchased with Adult Education funds to be used by teachers, parish and city school board offices.

NAME OF PARISH OR CITY SCHOOL BOARD	DATE	MONTH OF

EQUIPMENT

DESCRIPTION OF ITEM	SERIAL NUMBER	SOURCE OF FUNDS	LOCATION OF ITEM	UNIT COST	TOTAL
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
TOTAL COST OF MATERIAL					$

APPROVED _____
PARISH SUPERVISOR OF ADULT EDUCATION

ADDENDUM

THOMAS G. CLAUSEN
Superintendent of Education

P.O.BOX 94064
Baton Rouge, LA 70804-9064
1-800-272-9872

EVALUATION REPORT

FOR

FISCAL YEAR 1987

Bureau of Adult and Community Education

"An Equal Opportunity Employer"

BUREAU OF ADULT AND COMMUNITY EDUCATION

On-Site Evaluation Report

Fiscal Year 1987

Each of the local adult educational programs in the 66 local educational agencies in the State was evaluated during FY 1987. The evaluations were conducted on-site by the supervisory staff of the Bureau of Adult and Community Education of the Louisiana Department of Education. A specific evaluation form has been designed and was used during each evaluation.

Selected portions of the evaluation form were compiled for the purpose of reporting results to the U.S. Department of Education, Division of Adult Services. Other sections were developed to collect data for the State Department of Education only. These sections have not been included in this report. That which follows is the information gathered for reporting program information to the U.S. Department of Education.

Program Data

Recruiting: In this section, the compilations reflect the number of local educational agencies that indicated each response.

Cooperative Agencies: This section reflects involvement of other agencies in the recruitment of adult education students. The number next to the name of the agency gives the number of LEAs that reciprocate support with these government agencies and/or institutions.

Other: This gives a listing of additional government agencies, organizations, and institutions used by the local adult education programs in their recruitment efforts.

Business and Industry: The number next to the name of the business or industry reflects the number of times the particular item was cited in the local evaluation report. This format will be used throughout the report when a listing is included.

News Media: The number reflects the number of the 66 LEAs in populated areas that used the media in their recruiting efforts.

Extent of Planning and Implementation of Programs with Local Agencies

Following are statements from local supervisors and administrators of adult education programs throughout the State:

> Facilities and services are shared with the Southwest Vocational-Technical School in Crowley. Along with other agencies, the parish department of mental health screens, recommends, and refers potential students to the program.

> Parent Teacher Organization (PTO) groups in the parish were contacted. Churches made announcements concerning classes and placed pamphlets and articles in their bulletins. Our parish library placed materials concerning adult education in the library. Flyers were placed in our school board office for the public. Telephone calls were made to students to encourage their friends and relatives to attend adult education classes. An ad was placed in the local newspaper at the beginning of the school year and also during Adult Education Week.

> Representatives of churches were contacted personally and information was inserted in the various church bulletins. We took part in the Wal-Mart project in October. Ten students received their General Education Development (GED) Diploma through this project.

> Information pertaining to the adult education program, such as location of classes, enrollment requirements, and time schedules, are assembled by our staff. This information is mailed or hand-delivered to the local agencies for dissemination. Also, this same information is sent to our local newspaper, The Catahoula News-Booster, and to radio station KCKW-KJNA. My office number is given as well as the name of each teacher involved in the program.

> All civic clubs and agencies are kept informed of current adult education services. These agencies and clubs are asked to promote the services offered through adult education. The Concordia Parish School Board works closely with the welfare department, and prospective students are frequently referred by this agency. Additionally, flyers and brochures are placed in public agencies; articles and pictures are sent to the local newspapers.

The director makes a series of regularly scheduled visits with a number of community agencies in an effort to improve cooperation and communication. Agencies contacted were Baton Rouge Vocational Technical Institute, Teen Parenting Center, J.M. Frazier Vocational Technical Institute, and commercial colleges in the Baton Rouge area. Additionally, a cooperative arrangement with the East Baton Rouge Parish School Board for upgrading teacher aides was established.

The supervisor meets with the directors of the various public, civic, and/or religious bodies or organizations and solicits support. At that time, specific ways of helping the Adult Education Program are set forth and agreed upon. Notices are sent to the local paper and written agreements are submitted to the radio station. The house-to-house recruitment and telephone recruitment are done primarily by the teachers and the supervisor. Other persons recruit within the line of duty.

Adult education personnel contact clergy, public officials, and business and civic leaders for permission and cooperation in disseminating program information. Local radio stations and newspapers have been cooperative in giving free advertisement to the program.

A class is conducted at the Council on Aging site nine hours per week. Life-coping skills, reading, and writing are taught to elderly adults.

The supervisor spoke to civic groups to inform members of the adult education program, schedule of classes, etc. Announcements were made through churches. Newspaper supplements on parish schools included information about adult education. Information and flyers were made available to cooperating agencies and to area legislators. Registration was held at the Wal-Mart store in our area.

The supervisor of adult education works with the administrators of various agencies to determine their particular needs. It was recommended that clients attend any one of the many class locations.

The supervisor visited Livingston Parish Head Start, contacted members of civic clubs, outlined the program of services to principals of all schools in Livingston Parish, distributed pamphlets and flyers, discussed the program with JTPA staff and the warden at the parish prison, and worked with Livingston Parish Youth Services Bureau, probation and parole officers, courts and church officials to familiarize each with the adult education program in Livingston Parish.

A cooperative agreement exists between the Madison Parish Adult Education Program and the Tallulah Vocational-Technical School to implement adult education for special needs students. This program is open entry and open exit. The teacher is employed by the adult education program. Facilities and materials are provided at no cost to the adult education program. The classroom instructional program is needed to provide students seeking vocational-technical training with background knowledge for job training and success.

Other agencies in the community recruit and refer their clients in need of education to the adult education program.

The adult education program serves clients on a part-time basis from Christian Acres Juvenile Correctional Home that are ineligible to participate in traditional educational programs offered by the local public schools.

School opening announcements and handouts were sent to churches, businesses, civic and social clubs, newspaper and radio stations. Public and parochial schools cooperated by sending announcements home by school children. Brochures were distributed through local businesses, civic organizations, and government agencies.

The agencies inform undereducated adults about the services of the adult education program. Flyers, brochures, etc. are provided to agencies for distribution. Personal contact is made by the supervisor with the heads of agencies to promote the program.

We ask various agencies to advise us as to how our program might serve their clients and employees. We also inform them of what our program has to offer.

An adult education brochure is disseminated throughout the parish to various local agencies and schools. Notices are placed in local stores.

A schedule of classes is distributed throughout the area through churches and the media. Additionally, through cooperation with the vocational-technical school, an on-site Adult Learning Center has been established to serve adults with special academic needs. Cooperation with agencies involves a referral network for the Adult Education Program.

Flyers are distributed through local schools. Cooperative agencies refer students.

Our programs continue to offer a basic academic and employment skills program for approximately 40 Job Training Partnership Act (JTPA) participants at no cost to JTPA. The program began last year with JTPA funds and has been visited by representatives from Ascension, St. John, St. Tammany, and East Baton Rouge Parishes. Upgrade Tangipahoa has been formed as a result of many meetings with representatives from the Altrusa Club, Rotary, Friends of Miller Library, church groups, the sheriff's department, library, and adult education. Over 60 volunteer tutors trained with Laubach and Steck-Vaughn materials were handled by the library. Other agencies distributed information and assisted in the recruitment of students. Wal-Mart and Louisiana Power and Light (LP&L) assisted with Project Plus in the recruitment and registration of employees for the adult education program.

The following activities were implemented and attained: (1) visits by key personnel to adult education classes, (2) discussing pertinent concerns and needs, (3) outlining a program to meet these needs, (4) implementing the program, (5) evaluating its effectiveness, (6) conducting tutoring, (7) establishing site classes at the Council on Aging (COA) Center, and (8) the Madison Job Training Program of Tallulah and the Motivation Education Training Program of Jennings (Newellton Branch) working together to locate eligible clients for academic and on-the-job training.

The parish supervisor contacted presidents or directors of various agencies for speaking engagements. Agencies often invited us to speak at dinner meetings. Leaflets describing the adult education program are prepared and distributed to these agencies. Work is conducted with agencies in setting up referral programs. Release work time or granting of leave for students to go back to school is encouraged. The Riverside Medical Center and Experiment Station granted employees leave time, without pay, to participate in adult education classes. Also, we cooperated with Wal-Mart in their project to create public awareness and recruit adult education students.

Supervisor and teachers communicate orally and through written communications to local groups and organizations.

The family service director is provided brochures that describe the adult education program. These brochures are placed in the lobby of the Office of Family Security for the clients. The public library is also used as an outlet to disseminate adult education brochures to the general public. The Driver's License Bureau refers adults who have difficulty in obtaining a driver's license because they cannot read. The Vocational-Technical School refers its undereducated adult students to the adult education program for upgrading.

We work closely with the public schools which keep us informed about drop-outs and potential drop-outs. The telephone numbers of drop-outs are obtained. These drop-outs are informed about the adult education program and are invited to participate in our program if they do not plan to continue their education in the regular public school program. We also provide ministers with a letter which describes the adult education program. The schedule and meeting places of classes are outlined in this letter, which is read to the congregation.

Letters are sent to churches and newspaper articles are printed prior to the beginning of each program year. Television and radio public service announcements are made about the course offerings and site locations. A booth was set up at the Wal-Mart store this year for promoting GED classes. Fliers containing information about program sites and activities were placed in local grocery stores and utility service centers. Classes were established additionally in city jails to upgrade the academic levels of inmates, when requested.

We used the information sent to us from the State Department of Education, Bureau of Adult and Community Education. We also used the services provided by the local Wal-Mart store and the Louisiana Power and Light Company to disseminate information regarding the adult education program to the public.

The supervisor maintains contact with three or four industries in the area. Notices and brochures are disseminated in the community; these brochures provide information about the adult education program.

The supervisor voices the offering of the Adult Education Program in the parish as he speaks with individuals and works with organizations. Brochures, pamphlets, letters, etc. are distributed in the community to places such as banks, cable TV offices, service stations, and convenience stores.

Drop-outs from high school are encouraged to enroll in the program. Additionally, the supervisor worked cooperatively with the Wal-Mart department store and the Power and Light Company during their campagin to recruit adults for the adult education program.

Information is provided to all the cooperating agencies through written materials or personal presentations. Handbills are distributed through civic organizations, schools, and churches to publicize the program and announce class schedules.

Adult education involvement with a local agency was the result of a Job Training Partnership (JTPA) class.

We will continue working with local agencies. Local agencies are aware of the adult education program and are helpful in distributing literature and referring students to adult education classes.

We provide educational services for inmates, and use equipment provided through Job Training Partnership Act (JTPA) funds.

In the early summer, our local adult education directory is updated. The agencies and organizations listed in the directory are either visited or telephoned to assure us that these are the appropriate individuals to contact for assistance in our endeavor. Brochures are disseminated to these agencies, organizations, and institutions in hopes that these groups will distribute them to those who need and are seeking our services. In many cases, brochures are also placed in announcement racks and circulars are placed on bulletin boards. These brochures describe the adult education services available to the public. Some of these parish agencies and institutions are Social Security, Family Services, CAL-CA, Veterans' Administration, Employment Bureau, and hospitals. A follow-up is then conducted with these agencies and institutions.

The supervisor of the adult education program works very closely with governmental agencies, both state and local, as well as local employers and prospective employers. These agencies refer adults to the supervisor, an adult education teacher, paraprofessional, principal, or counselor. Personal contact is made with the adult who is interested, then an invitation is extended to attend one of the adult classes nearest his/her residence. Churches throughout the parish have opened their doors to the adult education program and have provided space for classes to make them more accessible to the target population of that community. Ministers and church members have been very active in recruitment efforts. High school principals and guidance counselors throughout the parish have referred names of drop-outs, as well as those of parents of students who have less than a high school education. In addition, they have also referred a number of pregnant girls who left regular school due to health and safety reasons. Several businesses in the parish have referred employees to the adult education classes located throughout the parish. A large number of them have received the GED diploma and a job promotion as a result of these referrals. Next year we hope to expand our program to include two full-time centers in the parish, if funds are made available.

The Bossier Parish School System Adult and Continuing Education Program enlists the aid of all agencies and individuals in the northwest area of Louisiana in a comprehensive recruiting and retention activity. The Bossier Adult Learning Center, the outlying Site Classes (ABE and R.S. 17:14) as well as the Community Education Program offered through Bossier Parish Community College, provide life-long learning opportunities to all citizens 16 years of age and over.

Cooperative efforts were developed with the prison, Job Corps, Northwest Louisiana Rehabilitation Center, Commercial College, and the American College.

Social service organizations constantly refer clients to adult education classes. Teachers of adult education students assist students by referring them to the proper sources for assistance. American Telephone and Telegraph (AT&T) supervisors contacted the local supervisor in an effort to obtain services in the area of skill elevation of its employees; this must be done in accordance with the International Brotherhood of Electrical Workers (IBEW) contract that calls for inservice education for those employees who desire to improve academically or vocationally. A proposal was prepared, submitted, and subsequently approved by the national committee. The local adult education program will upgrade reading and mathematics skills above the ninth grade level as documented by using the California Achievement Test as a measuirng instrument.

Flyers were placed at the local stores throughout the parish, health unit, jailhouses, nursing homes, Social Security Office, library, Grant Parish Office of Human Development, Neighborhood Service Center, North Cenla, Inc., and Jordache. The promotional program included the following: State Department of Education, Parish Adult Education Program, Wal-Mart stores, VFW, local churches, newspaper, radio stations, various public schools throughout the parish and the local school board.

The supervisor of adult education contracted for a second year with the Iberia Parish Sheriff's Office to conduct an inmate adult education program.

The supervisor sends letters to the various agencies informing them of our adult education program and the type of services that we have to offer. Furthermore, speeches were made to various groups, such as the mothers of Headstart children, to explain program operations.

Churches and agencies in an impoverished area donated their facilities for classes. There is a class at the parish correction and detention center. Also, students from the juvenile detention center attend the vocational-technical school adult education class.

Agencies are aware of our efforts and, upon contact, will respond in whatever ways are appropriate. Through cooperation and coordination of efforts at the Lincoln Detention Center, Retired Senior Volunteers (RSVP) provide tutoring for prisoners. The adult education program provides instructional materials, testing, and direction to the program.

Cooperative efforts have been implemented during the Wal-Mart/GED campaign to recruit adults for the adult education program. Additionally, cooperation is on-going with various institutions in testing their clients. Examples are the Renaissance Home for Youth, Beauregard Correctional Institute and Briarwood Hospital.

The local agencies are made aware of the adult education program in Richland Parish through the news media, personal contacts, and bulletins. A special publicity program was developed and instituted for the purpose of improving public relations. Many of our adult education students are welfare recipients or receive benefits under Social Security. These agencies and others frequently contact the adult education office relative to enrollment procedures and other pertinent matters.

An Adult Advisory Council has been established. This council includes teachers, aides, school personnel and business men and women. The members plan ways to better reach and help people in Sabine Parish.

There is a close working relationship between the adult education program and the community college. The college representatives refer students who need a high school diploma as an entry requirement. Various parent-teacher organizations are addressed and informed about the program and its availability in the community to adults who wish to upgrade themselves academically.

An advertisement is carried in the bi-annual Community Education Newsletter. Also, our teachers and aides meet with various groups and organizations to present the overall program and to recruit students. Many of the agencies automatically recommend students, particularly the Health Unit and Senior Citizens' organizations. There is also a good working relationship with the high school counselors in our parish.

A list has been compiled identifying the plants in the St. James area and the plant manager for each prospective plant. Planning has been centered around upgrading their workers especially in the area of mathematics. We have discussed adult education with the St. James Community Action and the St. James Council of Aging, resulting in input for program planning. The River Parish Chamber of Commerce has been involved in this effort.

Announcements about the adult education program are made in churches.

Twice a year the local newspaper and radio station advertise our program, schedule, telephone numbers, instructors and location of classes.

Currently, Vermilion Parish has a volunteer literacy organization developed as a joint effort with Volunteer Instructors Teaching Adults (VITA) from Lafayette.

Extension of planning and implementation is done as the need occurs and/or by various agencies as requested.

The parish supervisor and director of adult education met with the Private Industrial Council (PIC) and the Louisiana Bureau of Employment Job Training Partnership Act (JTPA) to involve the adult education program in Webster Parish with JTPA funds and classes.

The supervisor made presentations at meetings of civic organizations, placed recruiting signs and flyers in the lobbies of banks, and distributed flyers in the library and various offices in the parish courthouse. Coordination of adult education services has been implemented with the Council on Aging and the Calcasieu Parish Adult Education Program. The Council on Aging is actively seeking help to utilize adult education services. The supervisor of Calcasieu Parish Adult Education refers students to alleviate overcrowded classes.

Audit Requirements

The entire section on audit requirements was omitted from this evaluation report because it relates specifically to the State administration of the program.

Instructional Personnel

This section describes the kinds of instructional personnel that participated in the adult education program. ABE stands for Adult Basic Education. All personnel designated as ABE personnel are paid from federal adult education funds.

R.S. 17:14 (Act 274 of 1975 as amended) provides State funds for adult education programs. Therefore, all Act R.S. 17:14 personnel are paid from State funds.

A full-time teacher is one who is employed to provide adult education instructional activities in a full-time learning center. Full-time adult education teachers are employed on a contractual basis, based upon salary rates for regular public school teachers with similar degrees and experience. Full-time teachers paid on a contractual basis must be employed for a minimum of 25 hours per week.

A part-time teacher is employed on an hourly basis for specific instructional services, not to exceed 20 hours per week.

Certified teachers--All adult education teachers must possess a valid Louisiana Teaching Certificate. Full-time adult education teachers and administrators must also be certified in adult education.

Administrators

Director--This position provides full-time adult education administration and supervision of larger adult education programs serving approximately 2,500 adult enrollees each year through a variety of full-time and part-time programs.

Supervisor--This may be a full-time or a part-time position with the individual assigned overall adult education supervisory responsibilities.

Coordinator--This may involve a full-time or a part-time position with individuals assigned specific administrative responsibilities for a particular site, facility, or cluster of adult education classes. The position may involve a combination of administrative, instructional, and/or counseling responsibilities. Full-time coordinators may also be assigned administrative responsibilities for overall supervision of a local adult education program in lieu of designation of a local supervisor from the local school board.

Coordinator/Teacher--This position should provide full-time education responsibilities for coordination or instruction in a full-time adult education center or class and may involve a combination of administrative, instructional, and/or counseling activities.

Several local educational agencies maintained a waiting list totalling 1,845 persons desiring to enter adult education programs.

Recommendations of Supervisors

1. Maintain funding at a level which will ensure full program operation as scheduled and restore part-time classes in selected areas

2. Provide funds to purchase instructional materials and supplies for adult education students

3. Provide funds to reinstate part-time teachers and paraprofessionals

4. Provide funds to restore part-time classes in the needed areas of the parish

5. Provide more funds to employ instructors to meet the increased demands

6. Ensure funding for full-time paraprofessionals

7. Provide funds to offset reduced inkind services that were once provided by the LEA, but are no longer due to cuts in the Minimum Foundation Program (MFP)

9. Provide additional funding to purchase equipment and necessary software to teach computer literacy classes

10. Provide inservice to teachers for new GED test to be implemented in 1988

11. Provide university courses which will lead to teacher certification in adult education

12. Provide additional funds to expand the program in selected rural areas to meet the needs of adult students

13. Provide district-wide inservice programs for adult education teachers and administrators

14. Provide more communication from the state level on matters concerning the adult education program--innovations, budget matters, new programs, certification, etc.

15. Provide for state supervisors conference so that supervisors might discuss and share pertinent matters related to adult education

16. Provide early notification of allocation for adult education program FY 1988

17. Provide funds to establish classes in new correctional facilities in selected populated areas

18. Provide funds to replace adult education clerical personnel

19. Provide a GED testing agent in selected areas to adequately serve the adult education program

20. Re-establish the literacy outreach program in Madison Parish

21. Provide additional funds to employ a part-time counselor for the adult education program

22. Provide funds to secure new or up-dated California Achievement Tests to evaluate students

COMPILATION OF ON-SITE EVALUATION
of the
66 LOCAL ADULT EDUCATION PROGRAMS

Bureau of Adult and Community Education
Louisiana Department of Education

1986-87

I. PROGRAM DATA

A. Recruiting (Number of local educational agencies visited and the number responding are identified below.)

1. Utilize teachers? Yes 66 No 0

2. Utilize aides? Yes 44 No 22

3. Utilize other? Yes 58 No 8

4. Cooperative Agencies?

a. JTPA 41

b. Social Security 35

c. Family Services/Welfare 52

d. Institutions of Higher Learning: Colleges and Universities 29

e. Hospital and Mental Health Units 30

f. Vocational-Technical Schools 55

g. Programs for the Elderly 40

h. Indian Affairs 4

i. Local government-parish and/or municipal 46

j. Anti-poverty programs 29

k. Corrections 42

l. Special Categories Programs

Rehabilitation	6	Veterans	6
Driver Safety	2	Immigrant	0
Homebound	3	Indo-Chinese	1

m. Others

Adolescent Center - 9
Agricultural Extension - 5
Banks - 2
Baton Rouge Youth, Inc.
Battered Women's Program
Beauty Colleges - 3
Business Colleges - 2
Cane River Girl's Home
Caspari Boy's Home
Catholic Deaf Center
Catholic Family Services
Chamber of Commerce - 2
Churches - 137
Civic Clubs and Organizations - 3
Civil Defense
Colleges - 11
Community Action Agency - 15
Community Centers - 12
Community Colleges - 7
Community Education
Council on Aging - 3
Department of Health and Human Resources - 2
Department of Labor
Department of Public Safety - 2
Employment Office - 10
Family Counseling - 7
Food Stamp Office - 3
Fort Polk
Governor's Office
Group Homes
Guidance Counselors
Headstart
Health Unit - 3
Half-Way House - 10
Harmony Center
Hospitals - 3
Housing Authority
Human Development - 2
Job Corps
Judicial System - 2
Latin American Apostolate
Learning Resource Center - 3
Libraries - 13
Louisiana State University
Mothers Against Drunk Drivers
Meadow Draughon Business College
Mental Health Unit - 7
Military - 19
National Guard
Nursing Home
Odyssey House - 5

Operation Upgrade of Baton Rouge
Opportunities Industrialization Center
Parent Teacher Organization
Parents Anonymous
Plantation Education Programs, Inc.
Police Academy - 5
Public School System - 5
Recreation Centers - 2
Red Cross
Rehabilitation Centers - 5
St. Elizabeth Center
St. Michael's School
Shelter Homes - 2
Special Education Program - 6
Street Academy
Substance Abuse Center - 12
T. L. James Company
Teen Parenting Center
Towering Pines
United Way
Urban League Academy
Utilities Companies
Volunteers of America - 2
Wal-Mart - 2
YMCA - 8

5. Business and Industry? Yes 44 No 22 (The number following the business or industry reflects the number of times the particular item was cited in the local evaluation report.)

Acadian Ambulance
Agrico-Chemical Company
Allenania
American Telephone and Telegraph
Arcadia Manufacturing Company
Babin Motors
Banks - 10
Beker Company
Best Way Supermarkets
Big River Industries
Burger Chef
Cajun Electric
Calcasieu Marine - 2
Cameron Iron Works
Carpenter's Union
Central Louisiana Electric Company
Chamber of Commerce - 3
Ciba-Geigy
Clothing Manufacturer - 3
Colonial Sugar Refinery
Con Agra, Inc.
Convenient Stores
Copolymer
Country Pride Foods, Limited
Delta School of Alexandria - Lafayette Branch
Department Stores - 2
Dow Chemical - 2
Drug Store - 2
Dupont Chemical
Electrical Union
Foundry
Freeport Industries
Garbage Disposal Companies
Gas Companies
Georgia Gulf
Grain Elevators - 2
Greengate Company
Grocery Stores - 5
Gulf Oil Chemical
Gulf States Utilities
Health & Human Resources Office
Hooker Company
Hospitals - 3
International Paper Company
Job Placement - 2
J.R. McDermott Oilfield Construction Company
Kaiser Aluminum
K-Paul's Restaurant

Lakeside National Bank
Library
Local Businesses
Local Plants
McDonald's
Monsanto
NALCO Chemical
Offshore Oil Corporation
Oil Companies - 2
Placid Oil Company
Plumber's Union
Police Department
Retail Stores
Rice Mills
Shell
Sheriff's Department
Shipyards
Stone Container Corp.
Swayze's Handistop
Union Carbide
U.S. Army
Utilities Companies - 5
Wal-Mart
Western Kraft
Williamette Industries, Inc. - 2
Yarborough Brothers

6. News Media? Yes 66 No 0
(The number reflects the number of LEAs in populated areas that used either the media or civic organizations in their recruiting efforts.)

TV 21 Radio 55 Newspaper 63 Billboard 2

Others

Announcement of Class Schedules - 4
Articles
Brochures - 6
Bulletins - 2
Circulars
Displays
Flyers - 14
Grocery Bags
Handouts - 3
Letters - 4
Newsletters - 5
Pamphlets - 2
Phone - 3
Posters - 12
Public Meetings
Public Service Announcements - 2
Wal-Mart

7. Civic clubs and organizations? Yes 50 No 16

Altrusa
Arts and Humanities Council
American Legion
Benevolent Association
Best Yet
Boys' Optimist Club
Breadbasket
Business Women's Association
Cavalierette Women's Club
Cavalier Men's Club
Chamber of Commerce - 6
Charlmettes
Churches
Civitans - 2
Citizens of Division A
Community Action
Community Theatre
Delta Sigma Thets
Eastern Star - 2
Ebony Ladies
Elks
Fast Break Club
Festival & Fair Committee
Friends of the Library
Garden Club
Grambling Alumni
Happylander's
Jaycees - 3

Jonesville Jr. Guild
Keenagers Group
Kiwanis - 7
Knights of Columbus - 3
Lafourche Teachers, Inc.
League of Women Voters
Les Connoiseurs
Library - 2
Lioness Club - 3
Lion's Club - 13
Lion's Den
Literacy Council
Masonic Lodges - 2
Mount Ararat Lodge #62
National Association of University Women
Operation Upgrade of Baton Rouge
Professional Sorority
P.T.A. - 5
P.T.O.
Quarterback Club
Recreation District
Religious Groups - 2
Resource Center
Retired Teacher's Organization - 2
Rotary - 13
Social Clubs - 2
Southern University Alumni
True Friend Society
Youth Service Bureau
Veterans of Foreign War - 3
Voter's League - 2
Women's Civic League
YMCA
Zonta Sorelle Civic Club

8. House-to-house recruiting? Yes 21 No 45

9. Telephone recruiting? Yes 61 No 5

10. Churches? Yes 55 No 11

II. AUDIT REQUIREMENTS

A. This section was developed to collect data for the State Department of Education only; therefore, this information is not included in this report.

III. INSTRUCTIONAL PERSONNEL*

A. Part-time and full-time teachers

		Full-time	Part-time	Total
1.	ABE	8	167	175
	R.S. 17:14	52	212	264
	Comb. ABE/R.S. 17:14	37	146	183
	Grand Total 622			
2.	Certified teachers 625			
	Certified in Adult Education:	Full-time 91	Part-time 249	
3.	ABE Paraprofessionals	23	21	44
	R.S. 17:14	30	48	78
	Comb. ABE/R.S. 17:14	25	19	44
	Grand Total 166			
4.	Retired Teachers	3	48	51

Teachers and/or paraprofessionals who attended adult education institutes or completed adult education courses at college/university level: 152

6. Teachers and/or paraprofessionals who attended adult education conferences or meetings: 221

7. Teachers and/or paraprofessionals who attended adult education workshops: 549

*Source: On-Site Evaluation Report 1987, as reported by local supervisors.

8. Teachers and/or paraprofessionals who belong to professional adult association: LAPCAE 444 AAACE 8

9. Teachers and/or paraprofessionals who are practicing individualized instruction: 681

10. Teachers and/or paraprofessionals using individualized program (prescription) sheets: 359

11. Teachers and/or paraprofessionals utilizing diagnostic profile sheets: 518

12. Teacher retention: Total number 566 Total number lost 73

13. Do you have five-year permanent records on file? Yes 66 No 0

14. How do you evaluate your teachers and/or paraprofessionals?

    a. On-site visitation 66 c. Individual conferences 58

    b. Instruments 24 d. Other: 5

    Group conferences, retention record of students, student interviews, telephone.

    e. Is documentation on file? Yes 47 No 19

IV. ADMINISTRATORS*

	Full-time	Part-time	Sub. Total Administrators	Months Employed
A. Director	3	4	7	12
Superintendent	0	1	1	12
Assistant Supt.	0	2	2	12
Supervisor	8	48	56	12
Coordinator	4	7	11	9
Coordinator/Teacher	5	0	5	10
Principal	1	8	9	10
Director Teacher	0	1	1	9
Grand Total			92	

*Source: On-Site Evaluation Report 1987, as reported by local supervisors.

Listed below are the number of supervisors who responded to the particular item.

B. Classes are visited: Daily 19 Once a week 29 None 0

Other than listed: Bi-weekly 0 Once a month 7 Twice a month 8

Every two months 0 Four times a year 0

Twice a year 3 As needed 14

C. Adult Education Administrator(s) attended State Supervisor's meeting for Adult Education: Yes 30 No 36

D. Administrator(s) and staff conduct local workshops: Yes 48 No 18

V. ALL OTHER NONINSTRUCTIONAL PERSONNEL EMPLOYED PART-TIME OR FULL-TIME AND PAID FROM ADULT EDUCATION FUNDS*

	Full-time	Part-time	Total
Counselors	0	2	2
Janitors	2	19	21
Other	15	35	50

VI. LOCATION OF CLASSES*

A. Number of classes

1. School Building	
a. Elementary/Junior	180
b. Secondary	146
c. Community College (Jr. College, Technical Institute, Vocational School)	41
2. Learning Center	151
3. Correctional Institute	28
4. Hospital	12
5. Work Site	5
6. Homes or Homebased	24

*Source: On-Site Evaluation Report 1987, as reported by local supervisors.

7. Other (Specify)

Career Center
Churches - 8
Community Center - 10
Florida-Desire Center
Fort Polk
Gordon Plaza
Half-Way House
Housing Authority
Housing Project - 2
Joe Brown Center
Latin American Apostolate
Library - 5
Loyola University
Media Center
Notre Dame Seminar
Nursing Homes - 6
Police Academy
Portable Buildings - 2
Recreation Center
School Bus
Senior Citizen Centers(COA) - 3
Service Center
St. Elizabeth
St. Maria Gorettia
St. Michaels
Teen Parent Center
Total Community Action
Town Hall
Young Men's Christian Association

VII. WAITING LIST

A. Do you have a waiting list? Yes 16 No 50 How many? 1,845

B. Number of closed classes due to lack of funds:

ABE 13 How many students involved? 223

R.S. 17:14 59 How many students involved? 1,211

Combination ABE/R.S. 17:14 11 How many students involved? 253

For additional information, please contact the Bureau of Adult and Community Education, Louisiana Department of Education, P.O. Box 94064, Baton Rouge, Louisiana 70804-9064.